

BUSINESS PAPER

General Meeting

Wednesday 27 March 2019

Roma Administration Centre

NOTICE OF MEETING

Date: 22 March 2019

Mayor:

Councillor T D Golder

Deputy Mayor:

Councillor J L Chambers

Councillors:

Councillor N H Chandler

Councillor P J Flynn

Councillor G B McMullen

Councillor W M Newman

Councillor C J O'Neil

Councillor D J Schefe

Councillor J M Stanford

Chief Executive Officer:

Ms Julie Reitano

Senior Management:

Mr Rob Hayward (Deputy Chief Executive Officer/Director
Development, Facilities & Environmental Services)

Ms Sharon Frank (Director Corporate, Community & Commercial
Services)

Please find attached agenda for the **General Meeting** to be held at the Roma Administration Centre on
March 27, 2019 at 9.00AM.



Julie Reitano
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Roma Administration Centre on 10 April 2019.

Confidential Items

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items that it's Councillors or members consider it necessary to close the meeting.

C Confidential Items

- C.1 Financial Year 2020 Airport Fees and Charges**
Classification: Closed Access
 Local Government Regulation 2012 Section 275(c) the local government budget.
- C.2 Community Safety Fees & Charges Adoption (Financial year 2019/20)**
Classification: Closed Access
 Local Government Regulation 2012 Section 275(c) the local government budget.

- C.3 Learn to Swim Pool - Denise Spencer Memorial Pool Roma**
Classification: Closed Access
Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- C.4 Claim for damages - Incident McDowall Street, Roma - 6 February 2019**
Classification: Closed Access
Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- C.5 Agreement for Licence to Use Facilities Mitchell Workshop**
Classification: Closed Access
Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.
- C.6 Claim for Damages - Incident McDowall Street, Roma**
Classification: Closed Access
Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- C.7 Roma Saleyards Fees and Charges - 2019/20**
Classification: Closed Access
Local Government Regulation 2012 Section 275(c) the local government budget.
- C.8 Roma Saleyards Truckwash and Seedwash Facility Fees & Charges - 2019/20**
Classification: Closed Access
Local Government Regulation 2012 Section 275(c) the local government budget.
- C.9 Request Hardship Application - Assessment 11002300 & 11006616**
Classification: Closed Access
Local Government Regulation 2012 Section 275(d) rating concessions.
- C.10 Lease - Maranoa Creche and Kindergarten Association**
Classification: Closed Access
Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- C.11 Personal Injuries Claim**
Classification: Closed Access
Local Government Regulation 2012 Section 275(f) (h) starting or defending legal proceedings involving the local government; AND other business for which a public discussion would be likely to

prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.12 Tabling Further Correspondence in Relation to Stage 1 - Roma Flood Mitigation

Classification: Closed Access

Local Government Regulation 2012 Section 275(e) (h) contracts proposed to be made by it; AND other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.13 Request for Financial Assistance from Roma RSL

Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.14 Destination Brand and Tourism Marketing Strategy

Classification: Closed Access

Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.

C.15 Request to Stable Horse - Warroo Sporting Complex

Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.16 Request for Fee Waiver at Bassett Park

Classification: Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

C.17 Capital Upgrade Request – Footpath Construction – Hawthorne Street

Classification: Closed Access

Local Government Regulation 2012 Section 275(c) the local government budget.

C.18 Tender 19017 - Bitumen Reseal Program 2018/19

Classification: Closed Access

Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.

C.19 Tender 19010 - Design & Construction of Interpretive Centre at Roma Saleyards

Classification: Closed Access

Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.

C.20 Tender 19014 - NLIS Compliance Scanning and Data Collection

Classification: Closed Access

Local Government Regulation 2012 Section 275(e) contracts
proposed to be made by it.

Councillor Business

14 Councillor Business

- 16.1 Review of Council Advisory Committees 329**
Prepared by: Councillor

Closure

MINUTES OF THE GENERAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 13 MARCH 2019 COMMENCING AT 9.07AM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with, Deputy Mayor Cr. J L Chambers, Cr. N H Chandler, Cr. P J Flynn, Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil, Cr. D J Schefe, Cr. J M Stanford (until 11.04am), Chief Executive Officer – Julie Reitano, and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate, Community & Commercial Services – Sharon Frank, Deputy Director Infrastructure Services/Strategic Road Management – Cameron Hoffmann, Manager ICT Solutions – Rueben Broom, Manager Procurement & Plant – Ryan Gittins (by telephone), Operations Manager (Plant, Fleet & Workshops) – David Parker (by telephone), Regional Grants & Council Events Development Coordinator – Susan Sands.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.07am.

APOLOGIES

There were no apologies for the meeting.

CONFIRMATION OF MINUTES

Resolution No. GM/03.2019/01

Moved Cr O'Neil

Seconded Cr Schefe

That the minutes of the General Meeting held on 27 February 2019 be confirmed.

CARRIED

9/0

DECLARATION OF CONFLICTS OF INTEREST

Cr. Chambers declared a 'Material Personal Interest' with the following two (2) items:

- C.1 – Recommendation to Procure One (1) Landfill Compactor
- C.2 – Recommendation to Procure Three (3) Maintenance Graders

due to her son Matthew Chambers being an employee of Hastings Deering (Aust LTD), a company that had submitted a quotation for each of the agenda items under Council's consideration. In the instance of Council accepting the quotation submitted by the said company, for either or both of these items of business, the company stands to benefit financially.

Cr. Chambers foreshadowed that she would remove herself from discussions and decisions on the abovementioned matters.

Cr. Flynn declared a 'Conflict of Interest' with the following three (3) items:

- C.4 – Flood Mitigation Project – Stage 2
- LC.3 – Tabling Further Correspondence in Relation to Stage 1 – Roma Flood Mitigation

due to him owning a house in the area that the levee is bound by, and that voting on these matters may cause a perception that he may have directly benefited from the levee or various aspects of the levee.

- C.7 – Request for Sponsorship

due to him holding the executive position of 'Treasurer' for the Easter in the Country Committee Inc. an association named in the report for Council's consideration of this matter.

Cr. Flynn foreshadowed that he would remove himself from discussions and decisions on the abovementioned matters.

Mayor Golder declared a 'Material Personal Interest' with the following item:

- LC.3 – Further Correspondence in Relation to Stage 1 – Roma Flood Mitigation

due to his mother having a legal agreement with Maranoa Regional Council in relation to flood mitigation back in 2014, which has not been fully completed.

Mayor Golder foreshadowed that he would remove himself from discussions and decisions on this matter.

Mayor Golder declared a perceived 'Conflict of Interest' with the following item:

- C.4 – Roma Flood Mitigation Project – Stage 2

due to his mother having a legal agreement with Maranoa Regional Council in relation to flood mitigation back in 2014, which has not been fully completed.

Mayor Golder foreshadowed that he would remove himself from discussions and decisions on this matter.

ON THE TABLE

There were no items for discussion on the table.

PRESENTATIONS/PETITIONS AND DEPUTATIONS

There were no presentations/petitions or deputations at the meeting.

CONSIDERATION OF NOTICES OF BUSINESS

There were no notices of business for consideration.

There were no notices of motion for consideration.

BUSINESS

CORPORATE, COMMUNITY & COMMERCIAL SERVICES

Item Number: 11.1 File Number: D19/17849

SUBJECT HEADING: ENDORSEMENT OF COUNCILLOR ATTENDANCE AT A REGIONAL DEVELOPMENT AUSTRALIA DARLING DOWNS & SOUTH WEST INC.

Officer's Title: Lead Officer - Councillors' Support & Community Engagement

Executive Summary:

Endorsement of Councillor attendance at a Regional Development Australia Darling Downs & South West (RDA DDSW) 'Five Issues' Forum in Cunnamulla on 7 March 2019, as part of enhancing strategy and policy development for Maranoa Regional Council.

Resolution No. GM/03.2019/02

Moved Cr O'Neil

Seconded Cr Chandler

That Council endorse the attendance of Deputy Mayor, Cr. Jan Chambers at Development Australia Darling Downs & South West (RDA DDSW) 'Five Issues' Forum held on 7 March 2019 in Cunnamulla, on behalf of Council.

CARRIED

9/0

Responsible Officer

Lead Officer - Councillors' Support & Community Engagement

Resolution No. GM/03.2019/03

Moved Cr Chambers

Seconded Cr Flynn

That Council receive and note the summary of presentations, containing session notes and actions outlined following the RDA DDSW Forum as circulated to Councillors on 12 March 2019.

CARRIED

9/0

Responsible Officer

Manager – Economic & Community Development

Item Number: 11.2 File Number: D19/17873

SUBJECT HEADING: LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ) NOTICE OF GENERAL MEETING - VOTING ARRANGEMENTS FOR THE 2020 COUNCIL ELECTIONS

Officer's Title: Lead Officer - Councillors' Support & Community Engagement

Executive Summary:

The Local Government Association of Queensland (LGAQ) has provided notice of its intention to hold a General Meeting to consider proposed changes to the voting arrangements for the 2020 Council elections.

Maranoa Regional Council will be entitled to a total of 2 votes for business considered at the meeting.

Council was asked to consider appointment of delegate/s or proxy to attend the General Meeting, which will be held on 2 April 2019.

Resolution No. GM/03.2019/04

Moved Cr Newman

Seconded Cr Scheffe

That Council:

1. Receive and note the Notice of General Meeting.
2. Nominate Deputy Mayor, Cr. Jan Chambers and Cr. Cameron O'Neil as its delegates to attend the LGAQ General Meeting on 2 April 2019 on behalf of Council.
3. Authorise the Mayor or Chief Executive Officer to sign the Notification of Delegate Voting Entitlement on behalf of Council.

CARRIED

7/2

Mayor Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	Cr. McMullen
Cr. Flynn	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer

Lead Officer - Councillors' Support & Community Engagement

Item Number: 11.3

File Number: D19/18016

SUBJECT HEADING: REVISED EXPENSES REIMBURSEMENT POLICY (COUNCILLORS)

Officer's Title: Lead Officer - Councillors' Support & Community Engagement

Executive Summary:

The report sought adoption of a revised Expenses Reimbursement Policy (Councillors).

Resolution No. GM/03.2019/05

Moved Cr Chambers

That the matter lay on the table for further consideration at the next General Meeting on 27 March 2019.

CARRIED

9/0

Responsible Officer

Lead Officer - Councillors' Support & Community Engagement

Item Number: 11.4 File Number: D19/18236

SUBJECT HEADING: VOTING ARRANGEMENTS FOR THE 2020 LOCAL GOVERNMENT ELECTION

Officer's Title: Manager - Communication, Information & Administration Services

Executive Summary:

Under Section 45 of the Local Government Electoral Act 2011, Council must apply to the Minister for Local Government prior to 1 July 2019 for the 2020 Local Government Election to be conducted by postal Ballot. Further information was requested as per Resolution GM/01.2019/06.

Resolution No. GM/03.2019/06

Moved Cr O'Neil

That the matter lay on the table for further consideration at a later point during the meeting, following Council's viewing of a webinar delivered by the Department of Local Government, Racing and Multicultural Affairs on the proposed voting arrangements for the 2020 Local Government Elections.

CARRIED

9/0

Item Number: 11.5 File Number: D19/18282

SUBJECT HEADING: BRING YOUR OWN DEVICE POLICY

Officer's Title: Manager - ICT Solutions

Executive Summary:

The purpose of this report was for Council to adopt the Bring Your Own (Mobile) Device Policy which, if adopted, will apply to Council employees, contractors and Councillors.

Moved Cr Chandler

Seconded Cr Schefe

That Council adopt the Bring Your Own (Mobile) Device Policy as presented.

NO VOTE TAKEN

No vote was taken on the abovementioned draft motion at that time, with Cr. Stanford putting forward a Procedural Motion as follows:

Resolution No. GM/03.2019/07

Moved Cr Stanford

That the matter lay on the table for further consideration at the next General Meeting to allow further discussion and input from the Mayor on the draft policy.

MOTION LOST

4/5

Resolution No. GM/03.2019/08
Moved Cr O'Neil

That the matter lay on the table for further consideration at the end of the meeting so that further clarity can be obtained with regard to the options available as proposed in the draft policy.

CARRIED

5/4

Mayor Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Golder	Cr. Chambers
Cr. McMullen	Cr. Chandler
Cr. Newman	Cr. Flynn
Cr. O'Neil	Cr. Schefe
Cr. Stanford	

Resolution No. GM/03.2019/09
Moved Cr Flynn
Seconded (not received)

That Council not agree with the calling of a division on the aforementioned Procedural Motion, given that a division was not called when the initial procedural motion was voted on for this matter.

MOTION LAPSED (due to the absence of a 'Seconded' for the draft motion)

INFRASTRUCTURE SERVICES
Item Number:
12.1
File Number: D19/14858
SUBJECT HEADING:
TRADE WASTE POLICY
Officer's Title:
**Manager - Water, Sewerage & Gas
 Project Officer - Process & Systems Review**
Executive Summary:

This policy is made pursuant to the Queensland Water Supply (Safety Reliability) Act 2011.

The Trade Waste Policy is to regulate trade waste produced from industrial businesses and manufacturing premises that enter into Council's sewerage system.

Resolution No. GM/03.2019/10
Moved Cr McMullen
Seconded Cr Chambers

That Council adopt the Trade Waste Policy as presented, and as follows:

Policy Introduction

Maranoa Regional Council provides a sewerage system for the transport and treatment of domestic sewage, in the towns of Amby, Injune, Mitchell, Mungallala, Roma and Surat. Trade waste is waterborne waste generated from businesses, trade or manufacturing premises which may also be accepted into the sewerage system for an additional charge.

Domestic sewage consists mainly of water which, after treatment to reduce biodegradable material, suspended solids and nutrients, will be reused or discharged in accordance with Maranoa Regional Council's Environmental Authority requirements. However, trade waste may have an organic strength many times that of domestic sewage and may overload the treatment facility. Trade waste may contain a variety of exotic substances such as heavy metals, organic solvents and chlorinated organics which sewerage treatment plants are not designed to treat and which may have an adverse impact on Maranoa Regional Council's reuse schemes. Trade waste substances may:

- cause sewerage system blockages;
- pose a serious risk to the safety and health of sewerage workers
- damage and corrode the sewerage system;
- inhibit biological treatment process;
- cause odours;
- accumulate in sludges;
- pass through the plant untreated resulting in environmental contamination; or
- render treated wastewater and biosolids unusable.

Maranoa Regional Council's basic policy is to accept biodegradable waste into the sewerage system provided that the system is of adequate capacity to effectively collect, transport and treat the waste.

Maranoa Regional Council may consider the acceptance of trade waste containing toxic or hazardous substances and non-degradable pollutants to sewerage system only after the waste has been pre-treated on site to ensure Sewer Admission Limits are not exceeded. This policy provides further details where a waste is deemed to be unsuitable for discharge to the sewerage system, an approval will not be issued and alternative arrangements for trade waste disposal will have to be made.

1.0 Policy Purpose

To regulate trade waste produced from industrial businesses and manufacturing premises that enter into Council's sewerage system.

Policy Scope

This policy applies to all industrial businesses, trade and manufacturing premises generating and disposing trade waste through Council's sewerage system, where prior assessment and approval has been granted by Council. Trade waste is not allowed in Amby and Mungallala.

The objectives of Maranoa Regional Council in controlling the discharge of trade waste to the sewerage system are:

- To safeguard public health and the environment
- To prevent harm or injury to sewerage employees.
- To safeguard the sewerage system against damage, blockage or surcharging.
- To exclude non-biodegradable and potentially harmful substances that may:
 - lead to non-compliance with the conditions of Maranoa Regional Council's Environmental Authority issued by the Department of Environment & Resource Management;
 - cause the sewerage treatment process to fail;
 - render effluent or sludges unacceptable for re-use or disposal;
 - cause any other detriment to the environment; cause odours;
 - cause physical damage to infrastructure;
- To equitably recover the cost of services to commerce and industry including the cost of conveyance, treatment and damage to the sewerage systems.
- To provide operational data on the volume and composition of industrial effluent to assist in the operation of the sewerage system and the design of augmentations or new sewerage systems
- To encourage waste minimisation and cleaner production, including waste prevention and recycling

- To promote water conservation
- To assist Maranoa Regional Council meet its statutory obligations

Definitions

Policy Details

Term	Definition
Authorised Agent	Person or firm appointed by the Owner to act on their behalf. Notification of such appointment is to be lodged in writing with Maranoa Regional Council (MRC).
Domestic Sewage	Faecal matter and urine of human origin and liquid household wastes from water closet pans, sinks, baths, basins and similar fixtures designed for use in private dwellings.
Generator	Any person, owner, occupier, company or body whose activity produces or has the potential to produce trade waste.
Owner	The person, who for the time being is entitled to receive rent of any land, or who, if the same were let to a tenant at a rack rent, would be entitled to receive the rent thereof: The term includes any lessee from the crown and any superintendent, overseer, or manager for such lessee.
Premise	Includes messuages, buildings, lands, easements and tenements of any tenure.
Trade Waste	The waterborne wastes from any industry, business, trade or manufacturing premises, other than: <ul style="list-style-type: none"> a) waste that is a prohibited substance; or b) human waste; or c) stormwater (see Queensland Water Supply (Safety Reliability) Act 2008)
Trade Waste Approval	Trade waste must not be discharged into Maranoa Regional Council's sewerage system unless a prior agreement with Council has been made.
Trade Waste Officer	A person appointed by Maranoa Regional Council to oversee the disposal of trade waste in accordance with Maranoa Regional Council's Trade Waste Policy and Management Guidelines and provide advice on acceptable methods of disposal of trade waste. The term includes a person appointed in an acting capacity to carry out the duties of a Trade Waste Officer.

5.1 Control of trade waste/breaches of relevant acts and bylaws

This policy is made pursuant to the Queensland *Water Supply (Safety Reliability) Act 2011*.

It is an offence under Section 193 (Discharging Particular Materials) of the above Act to discharge trade waste to the sewerage system without a Trade Waste Approval given under Section 180 (Trade Waste Approvals) of the above Act.

Any person wishing to discharge trade waste to the sewerage system shall apply to Maranoa Regional Council for Trade Waste Approval. This approval states the requirements, and conditions under which discharge is allowed.

It is illegal to discharge waste (including trade waste) other than uncontaminated stormwater to stormwater drainage.

A summary of legislation relevant to trade waste discharge to sewer is given in Appendix 1. This is not, nor is it intended to be, a complete listing of all legislation pertaining to the discharge of trade waste.

5.2 Penalties

Maranoa Regional Council may prosecute any person who commits a breach of the *Queensland Water Supply (Safety Reliability) Act 2008* or the *Environmental Protection Act 1994* and its subordinate legislation, or who refuses or neglects to comply with any direction or requirement of Maranoa Regional Council pursuant to the legislation. Penalties are set out in the legislation, and include substantial fines.

Maranoa Regional Council may recover the cost of repairing damage to the sewerage system from a person causing damage by discharging a prohibited substance or in excess of the Sewer Admission Limits.

5.3 Discharge Categories & Approvals

All trade waste accepted to the sewerage system will be classified according to the following four categories for the purposes of approval, control and charging:

Category 0 Negligible or Potential Trade Waste Discharge

Includes food premise with only tea/coffee/microwave preparation and premise with infrequent discharge to sewerage system (e.g. community clubs). Judgment of the classification of businesses in this category is at Maranoa Regional Council's discretion. Category 0 premise must use less than 300kL of water per annum.

Category 1 Low Strength/Low Volume Discharges

Parameter	Requirement
BOD5	<300 mg/l
Suspended Solids	<300 mg/l
COD	<600 mg/l
pH	Between 6.0 – 10.0
Volume	<500 kL/annum

Charge – flat fee

Also includes Category 0 premises using more than 300 kL/annum.

Category 2 Low Strength/High Volume Discharges

Parameter	Requirement
BOD5	<300 mg/l
Suspended Solids	<300 mg/l
COD	<600 mg/l
pH	Between 6.0 – 10.0
Volume	>500 kL/annum

Charge – flat free and Quantity charge on total annual flow

Category 3 High Strength Discharges

Parameter	Requirement
BOD5	>300 mg/l
Suspended Solids	>300 mg/l
COD	>600 mg/l
pH	Between 6.0 – 10.0
Volume	Any volume

Charge - flat fee and Quantity and Quality charge on total annual load

Acceptance of waste under any category is conditional on the trade waste meeting the Sewer Admission Limits (see Appendix 2) unless otherwise specified in the Trade Waste Approval. It is the responsibility of the Owner/Authorised Agent/Generator to install, operate and maintain best practice pre-treatment devices or processes to ensure Sewer Admission Limits are not exceeded.

In the event of a significant change in the strength or volume of a waste Approved under Category 1 or Category 2, the waste will be treated as a Category 3 waste for the purposes of charging and monitoring.

For a list of example Category 1 and 2 premises, and the common pre-treatment requirements, refer to Appendix 6. For a list of example Category 3 premises, refer to Appendix 7 of the Maranoa Regional Council Trade Waste Policy.

5.3.1 Category 1 and 2 approvals

Trade Waste Approvals are not transferable.

Both the Owner or Authorised Agent and the trade waste Generator (where the Owner is not the trade waste Generator) of a premise from which waste classified as Category 1 or Category 2 is being discharged, shall be issued with a written approval which shall remain in force for the specified period unless cancelled sooner.

The Trade Waste Approval states the terms and conditions the Owner or duly Authorised Agent and the Generator must observe to discharge trade waste into Maranoa Regional Council's sewerage system. These include, but are not limited to:

- the location of the premise and nature of the occupancy;
- the type and composition of trade waste that may be discharged (Sewer Admission Limits); the quantity of trade waste that may be discharged;
- the rate of discharge, including maximum rate of discharge;
- the time when trade waste may be discharged;
- the period for which trade waste may be discharged;
- the method for the estimation or measurement of discharge volume;
- provisions for measurement and sampling of discharge prior to entry to sewer;
- details of any pre-treatment required;
- conditions for maintenance of and removal of waste from pre-treatment equipment, including the:
 - frequency of cleaning and the waste transporter to be used;
 - records to be kept concerning the cleaning and maintenance of pre-treatment equipment;
- the powers of Maranoa Regional Council to enter premises in relation to any matter with regard to trade waste control;
- penalties for non-compliance;
- any other conditions considered by Maranoa Regional Council to be appropriate.

5.3.2 Category 3 Approvals

Both the Owner or Authorised Agent and the trade waste Generator, (where the Owner is not the Generator), of a premise from which waste classified as Category 3 is being discharged shall be required to negotiate a written approval with Maranoa Regional Council. The approval will remain in force until negotiated or cancelled.

The Trade Waste Approval states the terms and conditions the Owner or Authorised Agent and the Generator must observe to discharge trade waste to Maranoa Regional Council's sewerage system. These include but are not limited to:

- the location of the premises and nature of the occupancy;
- quality of waste that may be discharged (Sewer Admission Limits);
- quantity of waste that may be discharged;
- rate of discharge - maximum instantaneous, maximum daily;
- hours of day, days of week discharge is allowed;
- details of self regulation monitoring program;
- sampling point;
- frequency of sampling;
- method of sample collection and type of sample to be collected;
- analyses required;
- methods of analyses;
- laboratory to be used;
- data transfer and availability to Maranoa Regional Council;
- type, design and location of flow measuring equipment and requirements for calibration;
- methods to be used for estimation of data lost due to failure of sampling program or flow measurement instrumentation;
- provision for measurement and sampling of discharge priority to entry to sewer;
- pre-treatment processes to be used;
- conditions for maintenance of and removal of waste from treatment equipment;
- records to be kept concerning the cleaning and maintenance of treatment equipment and disposal of waste
- the powers of Maranoa Regional Council to enter premises in relation to any matter with regard to trade waste control;
- the obligation of the Owner or Authorised Agent and the Generator concerning any variations to operation or treatment processes that may affect discharge quantity or quality including change of business type;
- the obligation of the Owner or Authorised Agent and the Generator on termination of approval by expiry, discontinuance of discharges, change of ownership or occupier, or non-compliance with approval conditions;
- the obligation of the Owner or Authorised Agent and the Generator with respect to payment of charges, fees and penalties;
- penalties for non-compliance;
- any other conditions relevant to the particular discharge as agreed to.

5.3.3 Change to the Premise

The Owner of the premise subject to a Trade Waste Approval shall notify Maranoa Regional Council in writing within 14 days of any change to the premises that affects the Trade Waste Approval.

On cessation of business, the Owner of the premise shall also give Maranoa Regional Council verification that any pre-treatment apparatus, no longer being used, has been cleaned out or serviced.

On sale of the business, the Trade Waste Approval holder shall notify Maranoa Regional Council to ensure that current pre-treatment device's adequately treat the trade waste discharge. If they do not, upgrades must be made at this time.

5.3.4 Termination of Approval

A failure by the Owner/Authorised Agent and/or Generator to comply with conditions of their approval or the requirements of any written notices issued pursuant to this approval may result in the approval being terminated by Maranoa Regional Council.

Terms and conditions of the approval in respect of any matter occurring before the termination, including the payment of charges owing, shall continue to have force and effect after the termination of the approval.

5.4 Sewer Admission Limits

Any waste discharged to Maranoa Regional Council's sewerage system shall at all times comply with the Sewer Admission Limits as set out in Appendix 2 unless otherwise specified in the approval. These Limits are subject to periodic review. Untreated wastes can have undesirable impacts on the sewerage system. For more detailed information regarding these undesirable impacts refer to Appendix 3.

Maranoa Regional Council may, at its discretion, negotiate with a Generator to accept the discharge of Trade Waste to the sewerage system that exceeds the general limit parameters of the Sewer Admission Limits. Additional charges will apply for such parameters.

The Sewer Admission Limits, unless otherwise specified in the approval, are absolute maximums.

The dilution of trade waste with water to achieve compliance with the Sewer Admission Limits is prohibited.

The trade waste stream and domestic waste stream should, where ever practicable, discharge separately to the sewerage system. Where there is a common discharge pipe, allowance for the domestic component will be made to estimate the actual trade waste component strength.

5.4.1 Effluent Improvement Programs

It is the responsibility of the trade waste generator to install, operate and maintain "best practice" pre-treatment devices or processes to ensure sewer admission limits as approved are not exceeded. For Category 1 waste, Maranoa Regional Council encourages the installation of a properly sized, approved best practice pre-treatment device together with an acceptable maintenance program.

Council may, at its discretion, negotiate with a Category 2 trade waste generator for the acceptance of waste to sewerage that exceeds the Sewer Admission Limit(s) for certain General Limit Parameter(s). Additional charges may apply for such parameters.

Where such an agreement is made, Council may require the trade waste generator to prepare, to the satisfaction of Council, an effluent improvement program. This program will include:

- a description of the effluent quantity and quality;
- provision for monitoring and reporting waste quantity and quality;
- an examination of waste prevention and recycling options;
- an examination of options for the conservation of water;
- a program involving the development of waste reduction and pre-treatment aimed at reducing contaminant levels over a period of not more than three years to the prescribed admission limits. An action program must be provided, including expected outcomes, timelines and milestones;
- preparation of a report for Maranoa Regional Council, including a summary of achievements and options.

Where Council requires an existing Category 2 trade waste generator to develop an effluent improvement program they will be advised of this requirement in writing. If, at the time the trade waste approval falls due for renewal and the holder of the approval has not completed a satisfactory effluent improvement program, the approval holder is required to write to Council requesting an extension of time with reasons. Council may issue a new trade waste approval, subject to conditions that:

- a satisfactory effluent improvement program be submitted within sixty (60) days; and
- that the trade waste approval may be varied after submission of the effluent improvement program as necessary to enforce the implementation of the program.

5.5 Trade Waste Fees and Charges

Charges to be levied in respect of trade waste will be determined by a Maranoa Regional Council resolution passed before or at the same time as the Budget in any financial year.

Trade waste charges and fees for the current financial year are available from Maranoa Regional Council on request, or can be accessed through Council's website.

Accounts for trade waste discharge may be issued annually, half yearly or quarterly. Accounts for the trade waste charges shall be a debt due by the Owner of the premises, and if not paid within the prescribed time after service of the demand, shall thereafter bear interest at such rate per centum per annum as shall be fixed by Maranoa Regional Council by resolution. The amount owing, including interest, shall be recoverable in the same manner as general rates and shall until paid be a charge on the land, and in addition may be recovered as a debt from any subsequent Owner.

5.5.1 Trade Waste Charges

Trade waste is divided into four categories for charging purposes.

Charges are based on actual quality and quantity of discharge for the period, not on figures described in the approval.

Non-compliance charges will be applied for premises that fail to meet the Sewer Admission Limits. Charges will be levied as follows:

Category 0: No charge if less than 300kL is used per annum.

Category 1: Flat fee to cover administration and scheduled inspections.

Category 2: Flat fee to cover administration and scheduled inspections. Quantity charge on total annual volume of trade waste discharged to the sewerage system to be calculated as follows:

$C = Qk$ where:

C is the annual charge(\$)

Q is the annual volume(kL)

k is the unit charge rate (\$/kL).

The unit charge, k, is based on the cost of providing and maintaining the sewerage system for the total annual wastewater flow to the sewerage treatment plant(s) including administration, scheduled inspections and compliance testing for trade waste control.

Category 3: Flat fee to cover administration, scheduled inspections and compliance testing. A Quantity and Quality charge on the total annual discharge of trade waste to the sewer to be calculated as follows:

$C = Qa + (Q \times l \times n / 1000) + \dots$ where:

C is the total annual charge (\$)

Q is the total annual discharge volume (kL)

a is the unit charge for volume (\$/kL)

x1 and x2 are the average concentrations for pollutant n1, n2 (mg/L)

n1 and n2 are the unit charges for pollutants n1, n2 (\$/Kg) n1, n2 are the pollutant to be charged for.

Charges shall be made for BOD5, (or COD), suspended solids, oil/grease, and any other pollutant as determined by Maranoa Regional Council.

5.5.2 Inspection & Analysis Fees

The flat fees allow for routine inspections and sampling/testing of the trade waste by Maranoa Regional Council.

Additional inspection and testing fees, to be paid by the Owner/Authorised Agent or Generator on a sundry debtor basis, shall apply in all categories where more than the number of Maranoa Regional Council inspections and quality compliance tests and covered by the minimum fee are required because of non-compliance.

Samples for analysis may be collected as part of a contractual arrangement with the holder of a Trade Waste Approval. The full cost of all analytical fees shall be paid by the Owner/Authorised Agent or Generator.

5.5.3 Application Fees

Application for an approval to discharge under Categories 1, 2 and 3 shall be charged an application fee to cover the cost of processing the application, inspecting the premise and drawing up the approval.

This fee must accompany the application.

5.5.4 Septic & Other Liquid Waste Fees

Liquid waste transporters disposing of septic, portable toilet or other approved liquid waste to the sewerage system or sewage treatment plant under approved conditions shall be charged on a calculated volume basis (\$/kL) which takes account of both volume and strength of waste. This fee for the current financial year is available from Maranoa Regional Council on request.

5.5.5 Additional Charges

Where Maranoa Regional Council agrees to accept to the sewerage system waste which has properties in excess of those defined in the Sewer Admission Limits, an additional charge will apply for each agreed non-complying parameter.

The formula for calculation shall be:

Charge = (Actual/approved) d x charge rate (\$/kg) x kg pollutant where:

- D is a constant to be determined by Maranoa Regional Council Corporation in its annual budget
- The minimum ratio for (actual/approved) is 1.0; and
- Approved means the Sewer Admission Limit value or the other negotiated value defined in the Trade Waste Approval.

The period of the charge will be the time period over which the limit is considered to have been exceeded, based on sampling frequency. Exceeding the approved limit is an offence under the *Queensland Water Supply (Safety Reliability) Act 2008*.

In the event that a pre-treatment device is not adequately cleaned and/or maintained or the Sewer Admission Limits are breached, any damage (e.g. sewerage system blockages, corrosion, sewerage treatment plant malfunction) caused by this neglect, on Maranoa Regional Council's infrastructure, will be charged to the trade waste premise. Pre-treatment device cleaning and maintenance fees and charges are issued by an Authorised Contractor and are not included in the property trade waste/wastewater fees and charges.

5.6 Inspection & Monitoring

Maranoa Regional Council Officers shall be permitted entry to the premise at all reasonable times and not obstructed for the purpose of carrying out inspections, collection of samples or prevention of illegal discharge of trade waste.

5.6.1 Inspection & Monitoring

For the purpose of monitoring and auditing the conditions of Trade Waste Approval, Maranoa Regional Council may inspect the premise the subject of Trade Waste Approval. The frequency of inspections depends on the category the premise falls into, and can generally be considered to be:

Category 1: Inspections at least annually

Category 2: Inspections at least twice a year

Category 3: Inspections as deemed necessary

Inspections may include, but are not limited to the following:

- Checking chemical storage areas to ensure that they are properly bunded and are not improperly connected to the sewerage system; and
- Checking that there are no illegal stormwater connections to the trade waste system or the sewerage system and that the stormwater is excluded from entering the sewerage system; and
- Checking that there are no illegal trade waste connections to the sewerage system or stormwater drainage and that there is no potential for trade waste to overflow improperly to the sewerage system, stormwater drainage or waterways; and
- Checking that pre-treatment facilities are regularly and properly serviced and standby equipment is available where necessary; and
- Assessing work practices to ensure that they do not result in a breach of the Trade Waste Approval or legislation;
- Collecting wastewater samples for:
 - waste type reclassification
 - account calculation
 - audit process
 - pre-treatment and equipment evaluation

5.6.2 Inspection & Sampling Points

Grease arrestor trap installations discharging trade waste under Category 1 or Category 2 approved conditions shall be fitted with sample points or inspection outlets with 100mm diameter brass access covers on the inlet and outlet of the arrestor. The sample points must be provided externally to the building at ground level.

Category 3 wastes shall be discharged to Maranoa Regional Council's sewerage system via an open channel inspection chamber and/or gauging facility. The inspection chamber and/or gauging facility shall be located on the trade waste discharge line in an area which is accessible at all times by Maranoa Regional Council's Officers, thus allowing for sampling and/or monitoring equipment to be installed and operated.

For new Category 2 and 3 installations, the trade waste discharge line shall be separate from the domestic waste discharge line. For existing installations retrofitting is not required except where it may be done during any proposed upgrading or alterations to the installation.

5.7 Determination of Discharge Quantity

5.7.1 Category 1 & 2

The volume of trade waste discharged shall be estimated from total metered water consumption, less an allowance for domestic waste based on 100 kL/annum per pedestal and an allowance for water consumed on the property.

Investigations have established a basis for estimation of the proportion of water consumption discharged as trade waste by various types of trade and manufacturing processes. These will form the basis of the initial fraction applied when an approval is issued. Where there is no fraction available, 100% discharge will be assumed.

Where individual Generators have information, which would indicate a departure from these bases, application may be made for reconstruction of the fraction used.

High volume Category 2 Generators may, and are encouraged to, install an Approved flow measurement device calibrated as specified in the approval conditions.

5.7.2 Category 3

Volume of trade waste discharged to the sewerage system shall be measured by an Approved flow measurement device calibrated as specified in the approval. This should be located on the trade waste discharge stream, which should be separate from the domestic waste discharge stream.

Where the flow measured includes domestic waste, an allowance of 100 kL/annum per pedestal shall be made. Generators exempt from installing a flow measurement device shall have the volume of discharge estimated.

5.8 Determination of Discharge Quality

5.8.1 Category 1 & 2

Quality measurements for Category 1 and 2 discharges are required for compliance monitoring only. This shall be done by Maranoa Regional Council as part of the random Inspection and Monitoring program. The cost shall be covered by the annual trade waste flat fee except where additional inspection and testing is required because of non-compliance.

5.8.2 Category 3

Quality measurements for Category 3 discharges are required for both charging and compliance purposes. For charging purposes, a system of monitoring by the discharger shall be used to collect sufficient data to enable the average mass load for the designated charging period to be calculated. Where pre-treatment is required to meet Sewer Admission Limits for specified parameters, monitoring will be required for those parameters to confirm satisfactory pre-treatment.

Where additional inspection and testing is required to be done by Maranoa Regional Council as a result of non-compliance, Maranoa Regional Council shall charge the Owner for this.

5.9 Installation of Pre-Treatment Devices

Where arrestors are used to pre-treat waste before discharge to sewer they will be of a design and capacity approved by Maranoa Regional Council. Appendix 4 outlines different methods for estimating the size of grease arrestors. The final determination of adequate capacity will be done by a Maranoa Regional Council Officer. Appendix 5 lists common pre-treatment devices and gives a brief explanation of each.

5.9.1 Specifications for Pre-Treatment Devices

In a situation where an arrestor is required for pre-treatment but cannot be installed because of specific site constraints, additional charges will apply.

Where an arrestor is required to pre-treat waste before its discharge to the sewerage system the arrestor shall be of an approved design and capacity. Unless otherwise approved, all arrestors shall:

- Not be less than 550 litres in capacity; and
- Not be more than 2000 litres in capacity; and
- Be vented with a 100mm diameter vent; and
- Have gas tight lids; and
- Be fitted with sample points with 100mm diameter brass access covers on the inlet and outlet of the arrestor; and
- Have a capacity below the invert of the outlet of the arrestor at least twice that total capacity of all the appliances and fixtures connected to the arrestor or, a larger capacity if required by Maranoa Regional Council; and
- Have a distance from the top of the arrestor to the outlet that is at least half the depth of the arrestor below the outlet invert; and
- Have an outlet invert level of the arrestor at least 50mm below the inlet invert level; and
- Have a cold water tap located within 5 meters to aid in cleaning and servicing of the pre-treatment

5.9.2 Grease Arrestors (Grease Traps)

The use of solvents, enzymes, odour control agents or pesticides in grease arrestors is prohibited unless specifically approved by Maranoa Regional Council. Conditional approval may be given to allow the Generator to demonstrate to Council that the product to be used does not adversely impact on the sewerage system.

Where it is intended that several trade waste Generators share the use of a single grease arrestor, the following information is required to be clearly tabled on the plan submitted with the application for approval:

- The size of the grease arrestor; and
- Details of the loading to be discharged by each trade waste Generator;
- The names of the businesses and shop numbers sharing the grease arrestor; and
- The names of the businesses/agent responsible for managing the maintenance and cleaning of the grease arrestor.

Location of the grease arrestor shall be:

- as close as possible to the location, and fixtures/fittings discharging waste into such trap,
- be easily accessible,
- be located externally to the building so that inspection, maintenance and or cleaning can be carried out without causing a nuisance,
- have a cold water tap installed within 5 meters with protection by an approved backflow prevention device. This tap is to allow for efficient cleaning and maintenance of the grease arrestor.

Maintenance cleaning of grease arrestor trap shall be carried out on a regular basis in accordance with conditions of the approval by a Maranoa Regional Council Approved Industrial Liquid Removal Contractor.

5.9.3 Oil Arrestors (Oil Interceptors)

A mineral (petroleum) oil arrestor for the treatment of oily wastewater must be appropriately sized. Acceptable methods of oil arrestor installations include:

- Coalescing plate separators; and
- Membrane technology; and
- Dissolved air floatation (DAF); and
- Chemical precipitation; and
- Triple stage interceptors.

Only 'Quick Break Detergents' may be used on oil arrestor installations.

Each application will be assessed on the nature of the oily waste to be treated, the proposed treatment method and the site location.

All water supplies to washdown bays must be protected with an approved backflow prevention device.

Maintenance cleaning of grease interceptor trap shall be carried out on a regular basis in accordance with conditions of the approval by a Maranoa Regional Council Approved Industrial Liquid Removal Contractor.

Removal of oily waste shall be done by a waste transporter licensed under the *Environmental Protection Act 1994* and *Environmental Protection Regulation 2008*.

5.10 Operation of Pre-Treatment Devices

Pre-treatment devices are installed to assist in ensuring that the discharged trade waste meets Sewer Emission Limits. Pre-treatment devices must be maintained in accordance with manufactures specifications and routinely cleaned and maintained. Cleaning of pre-treatment devices must be undertaken by an Environmental Protection Agency (EPA) licensed waste transporter and waste must be disposed of at an Environmental Protection Agency approved site.

5.10.1 Grease Arrestors

Determining the Pump-Out Frequency of Grease Arrestor

Maranoa Regional Council's Trade Waste Officer will determine the pump-out frequency of the premise grease arrestor based on the following maximum thickness levels:

- the surface layer of the trap is thicker than 10% of the total depth of the trap at the measured position
- the bottom of the trap has a solids layer thicker than 20% of the total depth of the trap at the measured position
- the bottom of the trap has a solids layer thicker than 400mm
- the combined surface layer and solids layer depth exceeds 25% of the total depth of the trap

Cleaning must be scheduled before these levels are reached. Maranoa Regional Council has developed a special device to measure grease, oil and solids layers.

The surface layer consists of oil, solid grease or floating loose material on the surface of the arrestor. If the surface layer is graduated, it is measured from the point where the density increases significantly.

The solids layer is found at the bottom of the arrestor. If the solids layer is graduated, it is measure from the point where the density increases significantly.

5.11 Food Waste Disposal Units

Food waste disposal units (garbage grinders/insinkorators) may be approved by specific application to Maranoa Regional Council. Where installation is approved charges will be applied based on the power of the motor and sampling of trade waste may be required.

5.12 Medical, Clinical, Veterinary and Infectious Wastes

Solid wastes from any hospital, clinic, office or surgery of a medical or veterinary facility or laboratory, convalescent or nursing home or health transport facility; including, but not limited to, hypodermic needles, syringes, instruments, utensils, swabs, dressings, bandages, or any paper or plastic item of a disposable nature, or any portions of human or animal anatomy; shall not be discharged to the sewerage system.

Infectious or hazardous wastes deemed to pose a threat to public health and safety may not be discharged to the sewerage system without approval of Maranoa Regional Council. Such wastes shall require treatment to render them non-infectious or non-hazardous prior to discharge. When approved for discharge, trade waste charges will apply.

Discharging liquid wastes including faeces and body fluids to sewer from any hospital, clinic, officer or surgery of a medical or veterinary facility or laboratory, convalescent or nursing home or health transport facility is permitted in accordance with the National Guidelines for Waste Management in the Health Industry 1999, National Health and Medical Research Council.

5.13 Containment of Toxic/Hazardous Substances

Any potentially toxic or hazardous substances shall be stored in areas where leaks, spillages, or overflows cannot be drained by gravity or by an automated mechanical means to the sewerage system or the stormwater system.

5.14 Removal of Industrial Liquid Waste from Premises

No person shall discharge or cause to be discharged directly or indirectly to the sewerage system, wastes from any liquid transport vehicle without receiving an approval from Maranoa Regional Council.

Removal of any regulated wastes from a premise shall only be carried out by waste transporters licensed in accordance with the *Environment Protection Act 1994* and transported, stored, treated or disposed of in accordance with the requirements of the *Environmental Protection Regulation 2008* and the *Environmental Protection (Waste Management) Regulation 2000*. All Contractors shall be required to maintain records as prescribed by Maranoa Regional Council to account for all waste collected and disposed of within or outside the local Council area.

Oil interceptor and oil separator holding tanks and pits waste shall not be disposed of into the sewerage system. Such wastes shall be disposed of in a manner and/or at a site approved of in accordance with the requirements of the *Environment Protection Act 1994* and *Environmental Protection Regulation 2008*, and operated in accordance with the requirements of the *Environmental Protection (Waste Management) Regulation 2000*.

Removal and disposal of sewage and septic tank sludges shall only be done by a Maranoa Regional Council approved waste transporter. Such waste shall be disposed of into the sewerage system in accordance with approval conditions.

All waste transporters may be required to maintain records as prescribed by Maranoa Regional Council to account for all waste collected and disposed of within Maranoa Regional Council boundaries.

Trade waste charges will apply to all transported liquid and sludge waste approved for discharge to the sewerage system.

Advice on the disposal of liquid waste may be obtained by contacting Maranoa Regional Council on 1300 007 662.

5.15 Discharge of Liquid Wastes from Buses, Mobile Homes and Caravans

The discharge of toilet water from buses, or other recreational vehicles may be permitted at approved discharge locations such as bus or transport depots, terminals, and caravan parks. The Owner of the premises on which such facilities are located must hold an approval and discharge must be in accordance with the approval conditions.

5.16 Stormwater Discharge from Open Areas and Commercial Swimming Pools

The discharge of stormwater to the sewerage system is strictly prohibited.

The ingress of surface water from a potentially contaminated open area or overfull swimming pool to the sewerage system can cause severe operational problems to Maranoa Regional Council causing sewage overflows.

Trade waste generating areas must be covered by an adequate roof and be bunded adequately to exclude stormwater from entering the sewerage system. A 10 degree overhang must cover open-sided structures. The bunds must be adequate to maintain separation of trade waste and stormwater surfaces, or trade waste generating areas must be fitted with a working first flush system.

The first flush system must:

- pump all such water to sewer at a rate acceptable to Maranoa Regional Council;
- include measures to ensure the discharge to sewerage system ceases automatically after a predetermined level of rainfall volume (mm) and/or intensity (mm/hr);
- include measures to collect, segregate and treat the "first flush" volume equivalent to 10mm x open area (m²), during wet weather with additional runoff directed to the stormwater system; and
- have a suitable device for the determination of sewer discharge volume to be installed.

All conditions will be specified in the approval.

Trade Waste charges in accordance with the discharge category will apply.

5.16.1 Commercial Swimming Pools

Backwash water from commercial swimming pools is trade waste and a Trade Waste Approval is required for discharge into the sewerage system. Beneficial re-use of backwash water must be considered prior to applying for a Trade Waste Approval. Backwash systems with a pumping rate of > 500 L/min must install a holding tank which has a capacity of at least 115% of maximum backwash volume and must only discharge to the sewerage system when approved.

5.17 Landfill Leachate

Leachate from landfill sites and wastewater from waste treatment/disposal facilities constitutes a trade waste and may not be discharged to sewer without approval from Maranoa Regional Council.

Trade waste charges in accordance with the discharge category will apply.

5.18 Discretionary Power

Notwithstanding the provisions of these management guidelines, given the complexity of many industrial wastes and the need to protect Maranoa Regional Council's sewerage system, staff and the environment, acceptance of any given trade waste to sewerage system shall always be at the discretion of Maranoa Regional Council.

5.19 Reference to Maranoa Regional Council

In these management guidelines, reference to Maranoa Regional Council means any person appointed or authorised by Maranoa Regional Council to act on behalf of Maranoa Regional Council as the case may require.

Special Provisions

Nil

Related Policies and Legislation

Local Government Act 2009
Local Government Regulation 2012

Associated Documents

Trade Waste Guidelines (D13/34950)
Trade Waste Application (13/34949)

Appendices

Appendix 1: Selected Legislation Relevant to Trade Waste

Water Supply (Safety Reliability) Act 2008
Plumbing and Drainage Act 2018
Plumbing and Drainage Regulation 2017
Standard Plumbing and Drainage Regulation 2003
Environmental Protection Act 1994
Environmental Protection Regulation 2008
Environmental Protection (Waste Management) Regulations 2000
Environmental Protection (Waste Management) Policy 2000
Environmental Protection (Water) Policy 2009
Local Government Act 2009
Sustainable Planning Act 2009
Radiation Safety Act 1999
Radiation Safety Regulation 2010
Gene Technology Act 2016 (Queensland Legislation)
Gene Technology Act 2000 (Commonwealth Legislation)

Appendix 2

1. Sewer Admission Limits

The upper limits for the quality of trade waste discharged to the sewer for all categories are set out below. These Admission standards shall apply from 1 July 2010. They are subject to periodic review.

Parameter	Concentration mg/L except*
Temperature	38 degrees
pH*	6-10
Biological Oxygen Demand (BOD5)+	Biological Oxygen Demand (BOD5)+
Oxygen Demand (COD5)+	Oxygen Demand (COD5)+
Total Organic Carbon (TOC)+	Total Organic Carbon (TOC)+
Suspended Solids+	Suspended Solids+
Total Dissolved Solids (TDS)	Total Dissolved Solids (TDS)
Total oil/grease	Total oil/grease
Gross Solids	*Non-faecal gross solids shall have a Maximum linear dimension of less than 20 mm and a quiescent settling volume of less than 3m / hr
Colour*	Limited such as not to give any Discernible colour in treatment works discharge
Odour*	Not detectable in 1% dilution or causing an odour in Maranoa Regional Council's sewerage systems
Chlorine (as Cl ₂)	10
Sulphate (as SO ₄)#	2000
Sulphite (as SO ₂)	100
Surfactants - Amnionic (MDAS)	500
Aluminium (as Al)#	100
Iron (as Fe)#	100
Ammonia plus ammonium ion (as N)#	100
Total Kjeldahl (Total P)#	50
Manganese (as Mn)	100

+ This total mass load and the capacity of the sewerage system to accept the load shall be considered for each application.

Maranoa Regional Council may in some circumstances accept waste containing higher concentrations of these substances. Additional charges for treatment will apply.

2. Prohibited Discharges

The following are prohibited discharges:

- Flammable/explosive substances
- Radioactive substances
- Pathological and infectious waste and cytotoxic waste
- Genetically engineered organisms
- Floodwater, rainwater and stormwater, and roof water, seepage water, subsoil water and surface water
- Solid or viscous substances in a quantity or size that can obstruct sewerage (e.g. ash, sand, mud, metal, plastics, paper and rags)

3. Specific Prohibitions – Inorganic

Parameter	Concentration mg/L
Boron (B)	100
Bromine (Br ₂)	10
Fluoride (F)	30
Cyanide (CN)	5
Sulphide (S)	5

4. Specific Prohibitions – Metal

Parameter	Concentration mg/L except*
Arsenic (As)	5
Cadmium (Cd)	2
Chromium (Cr)	20
- Total	
- Hexavalent	
Cobalt (Co)	10
Copper (Cu)	10
Lead (Pb)	10
Mercury (Hg)	0.05
Nickel (Ni)	10
Selenium (Se)	5
Silver (Ag)	5
Tin (Sn)	10
Zinc (Zn)	10

The concentration values apply to dischargers having daily mass load between the Lower Daily Mass Load (LDML) and the Upper Daily Mass Load (UDML). For smaller discharges with a daily mass load below the LDML, no concentration limits apply. Dischargers who exceed Maranoa Regional Council's UDML limits will be required to take measures to meet the UDML. This may involve treating to a lower concentration than indicated above.

* For discharges below the Lower Daily Assessment Load, hexavalent Cr must be reduced to trivalent Cr.

5. Specific Prohibitions – Organic

Maranoa Regional Council may request specific demonstrable evidence based on degradability and toxicity concerning substances listed below.

Parameter	Maximum Concentration mg/L
Formaldehyde (HCHO)	50
Phenolic compounds (as Phenol)	100
Pentachlorophenol	5
Petroleum hydrocarbon (non-flammable)	30
Chlorinated hydrocarbons	5
Halogenated Aromatic Hydrocarbons (HAHs)	0.002
Polychlorinated biphenyls (PCB)	0.002
Polybrominated biphenyls (PBB)	0.002
Polynuclear Aromatic Hydrocarbons (PAH)	5
Pesticides	
- General (inspections/herbicides/fungicides)+	
- Organophosphates	1.0
- Organochlorines	0.1

+ This category covers all pesticides other than those specifically listed under organophosphate and organochlorine pesticides.

6. Other

Any substance not listed in the above tables is a prohibited discharge and may not be discharged without prior approval of Maranoa Regional Council. Maranoa Regional Council may request specific demonstrable evidence based on degradability and toxicity for any substance when assessing acceptance to sewerage system.

Appendix 3: Effects of Trade Waste on Sewers

High Biological Oxygen Demand (BOD)

- Overload treatment units at the sewage treatment plant
- May accelerate the generation of sulphides in sewer mains and consequently odours and corrosion problems

Suspended Solids

- Form deposits (in the sewers) which reduce the capacity of sewers and can lead to overflow conditions
- Accumulate in wet wells and pumping stations resulting in increased maintenance
- Cause blockages and sewage overflows in the drains of commercial and industrial properties
- Can deteriorate mechanical equipment (pumps and valves) by abrasion
- Overload treatment units at the sewage treatment plant

Grease and Oil

- Cause the formation of deposits of greasy solids along the water line of sewers thereby reducing the sewer capacity. These deposits can lead to the breakaway of accumulated grease at times of high or very low flow
- Accumulate in wet wells and pumping stations and cause blockages and failure of the pumps
- Deposit in bends of the sewer and cause restrictions and blockages
- Cause overflows in the drains of commercial and industrial properties
- Accumulate on screens at treatment facilities causing blockages and repairs
- Reduce the efficiency of sewage treatment
- May cause non-compliance of the sewerage treatment plant effluent with license conditions

Low pH

- Causes corrosion of sewer structures
- May cause the release of toxic hydrogen sulphide gas

High pH

- Encourages volatile materials to be given off from the sewage into the atmosphere
- Increases the rates of reaction within sewer mains resulting in consumption of oxygen and increasing odours
- Causes damage to sewer structures

Heavy Metals

- Potentially toxic to treatment processes
- Accumulate in biosolids and therefore limit its beneficial reuse

Nutrients

- Small increase in levels of nutrients can cause nuisance algal growth in river systems. These algae consume the oxygen in waterways and therefore threaten fish and plant life
- High levels of ammonia may cause unsafe conditions in sewer mains and pumping stations
- Increase operational costs of sewage treatment plants

Sulphur Compounds

- Sulphates can be reduced to sulphides and then cause odour and corrosion problems
- Sulphites consume oxygen and may cause anaerobic conditions
- Sulphides may result in the release of hydrogen sulphide gas and affect the safety of the personnel

Flammable Substances

- Can cause fires and explosions in the system

Cyanide

- Toxic to living organisms
- May produce toxic gas in sewer

Phenols

- Potentially toxic to biological treatment processes

Chlorinated Solvents

- Potentially toxic to treatment processes
- Toxic to people working in and around the sewer system

Pesticides

- Limit the beneficial reuse of the sewerage treatment plant effluent and sludge

Appendix 4: Guidelines for Sizing Grease Arrestors

1. The capacity of a grease interceptor trap may be calculated from the following capacity allowances for various fixtures and fittings in Commercial Premises.

Fixture/Fitting	Capacity (litres)
Commercial Kitchen Sink	140
Double Bowl or Pit Sink	280
Basin	30
Water Heated Bain-Marie	40
Dishwasher	
- Small (under bench)	400
- Medium (upright)	800
- Large (more than one outlet)	1200
Potato Peeler	
- Small (bench)	100
- Medium (upright)	200
- Large	400
Steamer/Hydrotherm/Boiling Pots/Stock Pots	100
Work Burner	140
Mixing Bowl	140
Glass Washers (not in liquid sales area)	200

Or II: If a restaurant, coffee shop, hotel, motel, hostel, nursing home etc. does not have fixtures or fittings in excess of 250 litres capacity the following criteria shall apply:

Serving capacity	Minimum size grease
0 – 40 persons	550L
40 – 90	1000L

Appendix 5

Common Pre-Treatment Devices Balancing Pit/Mixing Tank

A pit or tank used to balance high strength discharge "peaks". Prevents "shock" loads of toxic substances discharged to the plant. Mixing of slightly acidic and alkaline wastes may bring the pH to a level acceptable for sewer discharge. Useful where small volumes of waste may be mixed to produce an acceptable effluent, e.g. photographic processing.

Cooling Pit/Tank

A pit or tank used to cool wastewater to 38°C or less prior to discharge to the sewer. Prevents high temperature discharges, e.g. boiler blowdown.

Dry Basket Arrestor (various types)

A pit or tank which is fitted with a fixed screen and removable mesh basket to capture large solids and fibrous material. Different types are available for different processes, e.g. laundry, food processing, car/truck wash.

General Purpose Pit

A pit which allows solids to sink and grease/oil to float, thereby removing them from wastewater.

Grease Trap

An above ground tank or in ground pit which allows kitchen wastewater to cool and the grease to separate from the wastewater. When sizing the unit, due consideration should be given to the temperature and frequency of discharges. Minimum size is 550litres. For example: all non-residential premises engaged in the cooking and preparation of food.

Oil Interceptor

A system designed to separate non emulsified oil and solids from the water. These systems are available in a variety of forms and are sized on an individual basis, e.g. service stations, engine and parts wash, mechanical repairs.

pH Correction

The pH correction of acidic or alkaline waste is a step often required before discharge into the sewer or before treatment by biological means. pH correction is normally carried out in a tank or a pit, where mixing is provided. It can be achieved either in a batch or in a continuous flow through system. A pH control system basically measures the pH of the solution and controls the addition of a neutralising agent on demand to maintain the effluent within acceptable pH Limits.

Screen

A device used to catch solids before the waste discharges to sewer.

Settling Tank

A tank used to settle solids prior to wastewater discharging to sewer. Tanks suitable for under sink use but may be enlarged for in-ground application, e.g. plaster sinks, soil labs.

Solvent and Oil Interceptor

A pit, which allows solids to sink and grease/oil to float, thereby removing them from wastewater, e.g. laboratory sinks, small degreasing troughs for parts washing, silk screen-printing.

Appendix 6

General Pre-Treatment Guidelines for Minor Trade Waste (will be satisfactory for most)

Generator/Source	Characteristics of Waste	Minimum Required Pre-Treatment
Automotive/Engineering Industries:		
Wreckers	Oil, grease, solids	Oil interceptor ¹
Detailing	Grease, oil, solids, detergents	Oil interceptor ¹
Engine/gear box reconditioning (small operation)	Lead, grease, oil, solids, detergents, oil, kerosene	Interceptor ¹
Equipment hire company	Oil, grease, kerosene, solids, detergents	Oil interceptor ¹
Lawn mower repairs	Oil, grease, grass, solids, detergents	Oil interceptor ¹

Mechanical workshop	Oil, grease, kerosene, solids, detergents	Oil interceptor ¹
Panel beating/spray painting	Suspended solids, oil and grease	General purpose pit, oil interceptor ¹
Service Stations:		
Workshops (only)	Oil and grease	Oil interceptor ¹
Covered forecourt	Oil and grease	Oil interceptor ¹
Car Wash Areas – Residential:		
Open areas	Oil, grease solids, rain	silt trap, 550L minimum capacity
Roofed and bunded (to prevent stormwater ingress)	Oil, grease, solids	silt trap, 550L minimum capacity
Car Wash Areas – Commercial:		
Open areas	Oil, grease, solids, rain	Stormwater diversion pit, first flush collection pit "first 10mm of rain", oil separator ¹ , rainwater controls, measurement.
The whole of the intended washdown area is to be roofed and bunded with 10 degree overhang to ensure no ingress of stormwater (rainfall)	Oil, grease, solids	Oil interceptor ¹
Radiator repair (small operation)	Suspended solids, pH, toxic metals	pH adjustment prior solid settlement and pH adjustment before discharge to sewer; may require oil separation and metal precipitate removal.
Commercial Food Outlets		
Hot bread, bakery, pies, cakes, pastries	Flour products, grease	Dry arrestor or removable basket in-floor waste collection; grease interceptor ²
Butcher, small, retail	Grease (washing floors and utensils)	Fixed mesh screen and basket in sink and basins; grease interceptor ²
Chicken (fresh) retail Meat cutting and preparation	Grease	Fixed mesh screens and baskets in-floor waste collection, mesh sinks and basins, grease interceptor ²
Fish - fresh (no cooking)	Scales, fish gut	Fixed mesh screen and basket in floor waste; dry arrestor pit
Fish shop retail and cooking on site	Scales, grease	Fixed mesh screen and basket in floor waste; screens in sink and basin; grease interceptor ²
Canteen/cafeteria (with hot food preparation)	Grease	Grease interceptor ²
Caterer	Grease	Grease interceptor ²
Community halls (food preparation)	Grease	Grease interceptor ²
Sandwich/coffee shop - no hot foods prepared	Grease	Grease interceptor ²
Coffee shop (hot food prepared and served)	Grease	Grease interceptor ²
Take-away food outlets (small)	Grease	Grease interceptor ²
Take-away food outlets (large) e.g. McDonalds, Pizza Hut, BBQ and Charcoal Chicken etc.	Grease	Grease interceptor ²

Commercial kitchen	Grease	Grease interceptor ²
Hospital kitchens	Grease and oil, high temperatures	Grease interceptor, capacity to cool hot discharge water to less than 38 degrees
Nursing homes/kitchen	Grease/solids	Grease interceptor ²
Restaurant	Grease	Grease interceptor ²
Hotel with counter lunches/restaurant	Grease	Grease interceptor ²
Motel kitchen/restaurants	Grease	Grease interceptor ²
Boarding houses/kitchen	Grease	Grease interceptor ²
Bistro	Grease/oil	Grease interceptor ²
Ice-cream parlour - with hot food, take away	Grease	Grease interceptor ²
Shopping centres preparation	Grease and solids	Grease interceptor ²
Supermarkets incorporating butcher and/or bakery	Grease and solids Grease and flour	Grease interceptor ² , ase grease interceptor and basket traps; dry arrestor pit or basket in-floor waste collection
Other Commercial/Services Industries:		
Garbage bin cleaning units/hotels/restaurants	Grease/solids	Fixed screen over floor waste, if grease interceptor installed, waste to pass via interceptor
Hairdressing salon	No threat	Pre-treatment, avoid discharge through grease interceptor
Hobby Clubs:		
< 200L per day	Suspended solids	No pre-treatment
200L-1000L per day	Suspended solids	Plaster arrestor
> 1000L per day	Suspended solids	Solids settlement pit 1000L min of 1 hour retention
Dental/Medical/Veterinary Surgeries:		
No plaster casts	Solids	Bottle trap
Plaster casts	Solids	Plaster arrestor
X-rays	Rinse water and spent solutions	To sewer via balancing tank after silver recovery
Photographic waste		
Fast photo X-ray	Rinse water and spent solutions	To sewer via balancing tank after silver recovery
School:		
Tuckshop (hot food)	Grease	Grease interceptor ²
Home Science, laboratory	Acid/alkali, chemicals	Sediment and neutralising trap
Optical (>200L/day)	Suspended solids	Bottle trap under sink
Laundromat	Lint, temperature	Lint screens 1mm mesh: cooling if temperature 38 degrees (washing machine internal screens acceptable)
Kennels	Solids	Dry arrestor pit; open area controls
Commercial swimming pools	Suspended solids, wastewater, chemicals	

NOTE

¹ Oil interceptors should be of the coalescing plate type minimum capacity 1 kL/hour; use only quick break detergents (detergent used for cleaning by emulsifying oils and grease then quickly breaking the emulsion formed in less than 1 hour to allow separation of the oil from the water).

² Minimum size for grease arrestors is 550litres. For guidelines for sizing of grease arrestors refer to Appendix 4.

Appendix 7

Potential Category 3 Premise List

Food/Beverage Industries

- Fruit/vegetable processing (canning, freezing, juicing)
- Meat processing/small goods manufacturing
- Abattoirs - meat/poultry
- Rendering
- Sea foods
- Dairy products
- Large restaurants
- Wineries/distilleries
- Soft drink/cordial manufacturing
- Confectionary
- Large scale baking (bread, biscuits, pastries etc)
- Grain milling
- Oil seek/oil extraction
- Fermentation/yeast

Chemical Related Industries

- Chemical manufacturing - general (organic and inorganic)
- Soap, detergent and associated product manufacturing/formulating
- Explosives
- Pharmaceutical/cosmetics
- Fertilisers
- Pesticides/herbicides
- Plastics
- Resins, adhesives/latex
- Paints/varnishes/lacquers
- Fibreglass
- Rubber-natural/synthetic

Apparel/Textile

- Tanneries
- Textiles (wool, cotton, synthetics)
- Industrial/commercial laundries

Services

- Laboratories - scientific and pathology
- Electrical manufacturing/processing
- Electronics
- Industrial/commercial wash areas - car, bus, truck, stables, garbage collection, power generation
- Repackaging activities
- Industrial/commercial storage areas/warehouses
- Recyclers

Materials

- Paper and cardboard processing/manufacturing
- Printing/publications, graphic arts/photographic (large scale)
- Cement
- Asphalt/bitumen
- Glass/ceramics manufacturing

Metals

- Mining/minerals industries smelting/refining foundries
- Electroplaters/galvanisers
- Metal finishing
- Fabrication and powder coating

Automotive/Engineering/Petroleum

- Petroleum refining
- Waste oil refining

Appendix 8: Trade Waste Money Saving Tips

Keep water supply and cleaning costs to a minimum with the following tips:

Save water:

- Use dry or waterless cleaning methods such as wiping or sweeping spills rather than hosing.
- Turn off taps if they are not being used.
- Avoid running the tap continuously during rinsing.
- Where sinks are used for rinsing, install spring loaded foot operated taps or electronic sensor operated taps.
- Ensure the dishwasher unit is full each time it is used.

Reduce solid waste in grease traps:

- Scrape and wipe leftover food from plates and cooking utensils into the garbage before washing up. Never put solid waste such as coffee grounds or tea leaves down the sink.
- Provide appropriate scrapers for staff to use. In-sink garbage disposal units are not allowed.
- Use sink strainers.

Recycle cooking oil:

- Collect used cooking oil so that it can be recycled and never pour cooking oil into grease traps.
- Store cooking oil in a bunded area so that any leaks or spills cannot drain into the sewer or stormwater system. Maranoa Regional Council can supply a list of companies that recycle used cooking oil.

Use less cleaning products:

- Detergents dissolve grease, allowing it to pass through the grease trap and cause blockages in the sewerage system. Avoid using strong cleaning products such as bleach or caustic soda.
- Do not use solvents, bacteria, enzymes or other substances in your grease trap without permission from Maranoa Regional Council.

Educate staff:

- Train kitchen staff about what they can and cannot put down the sink.
- Place signs or stickers around the kitchen to remind staff of proper practices.

Appendix 8: Oil Separators

Tips for Maintaining Pre-treatment Equipment

Oil arrestors or oil water separation systems remove oil-based pollutants from wastewater. Typical pre-treatment includes coalescing plate separators (CPS), hydro-cyclone separation systems (HSS) and vertical gravity separators (VGS).

The following tips will help maintain oil water separation system and protect the sewerage system and the environment. **Remember:** Only install pre-treatment equipment that has been authorised by Maranoa Regional Council.

- Degreasing bays, vehicle washing areas and workshop floors should pump to an oil arrestor.
- Oil arrestors cannot process large amounts of liquid and chemicals such as oil, chemicals, petrol, kerosene, radiator fluids, brake fluids, non quick break degreasers and solvents.
- Store all liquids adequately so any spills are easily captured and removed off site. Collect all spills and do not discharge them to the separator.
- Follow the manufacturer's instructions and maintain equipment regularly so that wastewater remains within an acceptable standard. Pre-treated wastewater should be clear, not milky.
- The period between scheduled maintenance should not exceed 13 weeks. Train at least 2 people in your workshop to manage the equipment in case it needs cleaning or servicing at short notice.
- Install a dry basket arrestor or bucket trap to collect all nuts, bolts and other loose material that can damage the pump.
- Ensure the pump well has a sloping bottom, a sump and a working capacity of at least 550 litres. If you are using an existing pre-treatment pit as a pump well, install a sloping bottom and sump. Pump wells with sealed lids should be vented.
- The shape of the pump well and lid placement must allow periodic cleaning of the whole pump well. Clean out any sand collected in the sump.
- Install a robust, rust-proof basket with 6-8mm evenly spaced holes around the pump suction line to protect the pump from solid items such as nuts and bolts.

Coalescing Plate Separators (CPS)

- Follow the manufacturer's instructions and maintain CPS equipment regularly, including the total pump out and cleaning of plates and hopper and removing sludge from the bottom of the hopper.
- The CPS collection well must hold a minimum volume of 550 litres.
- If the CPS does not have a screen, install a basket to capture large solid items and make sure any perforations are no larger than 10mm.
- Only the pump authorised by Maranoa Regional Council as part of the pre-treatment authorisation process may be installed.

Hydrocyclone Separation Systems (HSS)

Follow the manufacturer's instructions and maintain hydrocyclone separation systems regularly, including:

- pump out and cleaning of the influent pit
- cleaning the floating suction device and filter screen
- emptying and cleaning the line filter
- cleaning the 'reject orifice'
- cleaning and checking the pump level control devices.

Vertical Gravity Separator Systems (VGS)

Follow the manufacturer's instructions and maintain vertical gravity separator systems regularly, including breaking-up encrusted surface sludge in the top of the unit, removing any sludge attached to the continuous spiral pack, and removing settled sludge from the bottom of the unit.

- The VGS collection well must hold at least 550 litres.
- The VGS must have a screen, or basket to capture large solid items with perforations no larger than 10mm.
- A skimmer may be fitted to the pump suction line.

Cleaning Compounds

- Aerosol and solvent degreasers may contain flammable materials and may not allow the oil and water to separate.
- Traditional cleaning compounds such as solvent-based degreasers create an oil-water suspension that lasts for several hours, allowing oil to pass through the pre-treatment equipment and into the sewer. Try different products to find one that suits your work.
- Ask your cleaning product supplier to specify a cleaner that allows the oil and water to separate soon after use. These products are known as 'quick-break' detergents.
- Quick-break cleaning products separate oil and water within several minutes, enabling your separation system to work as an efficient oil arrestor. Milky wastewater from the pre-treatment equipment indicates the presence of emulsified oil. If this occurs, you may require a better quick-break detergent.
- When using a cleaning product only use the specified amount. Using more only wastes product and increases operating costs.
- Alternatively, a hot water pressure cleaner will use less degreaser and give you a really clean job.
- You may need to work with pre-treatment equipment and cleaning compound suppliers to ensure the equipment works satisfactorily and the treated wastewater meets Maranoa Regional Council's Trade Waste Management guidelines and Sewer Admission Limits.
- Do not use petrol, kerosene or diesel to clean parts. Flammable substances can cause fire and explosions in the sewer.

CARRIED

8/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer	Project Officer – Process & Systems Review Manager – Water, Sewerage & Gas
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SUBJECT HEADING: SUSPENSION OF STANDING ORDERS

COUNCIL ADJOURNED THE MEETING

TO VIEW A WEBINAR IN REGARD TO LOCAL GOVERNMENT LEGISLATIVE REFORMS AT 9.30AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS

COUNCIL RESUMED THE MEETING AT 10.28AM

COUNCIL ADJOURNED THE MEETING
FOR MORNING TEA AT 10.28AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 11.04AM

Resolution No. GM/03.2019/11

Moved Cr O'Neil

Seconded Cr Newman

That apologies be received and leave of absence granted for Cr. Stanford for the remainder of the meeting.

CARRIED

8/0

Item Number:

12.2

File Number: D19/15242

SUBJECT HEADING:

**WORKS FOR QUEENSLAND 2017/19 AMENDMENT TO
REGIONAL FLOODWAYS PROGRAM**

Officer's Title:

Manager - Construction

Executive Summary:

As part of the 2017-19 Queensland Government's Works for Queensland program (\$1.35M), Council where successful in securing a total of \$585,000 to deliver a Regional Floodway Upgrade Project, involving the construction of nine (9) concrete floodways across the rural road network.

A review of the sites initially planned under the project has identified the need for changes to some of the locations. It is proposed that a variation be submitted to the Department of Local Government, Racing and Multicultural Affairs for approval to amend some of the works' locations.

Resolution No. GM/03.2019/12

Moved Cr Chambers

Seconded Cr McMullen

That Council:

- Request a variation from the Department of Local Government, Racing and Multicultural Affairs for projects under the Works for Queensland 2017-19 Program to amend the Regional Floodways Program locations, with the final locations identified in the following table - noting a maximum budget allocation of \$585,000.**

Komine East Rd - 9 Mile Gully (WO19102)
Gunnewin East Rd - Highlands Plain Ck (WO19101)
Retreat Rd - Moondaby Ck (WO19099)
Litani Rd - Moondaby Ck (WO19098)
Myall Downs Road – Chainage 4.02
Orallo Road – Chainage 40.58
Orallo Road – Chainage 40.60
Orallo Road – Chainage 40.22
Glennearn Road – Chainage 18.04

2. Authorise the Chief Executive Officer to sign the variation form.

CARRIED

7/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer	Manager - Construction
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Item Number:

12.3

File Number: D19/17234

SUBJECT HEADING:

REQUEST FOR PARTICIPATION - DOMESTIC AND
FAMILY VIOLENCE PREVENTION MONTH - MAY 2019

Officer's Title:

Assets Officer - Transport Network

Executive Summary:

Lifeline Darling Downs and South West Queensland Ltd has invited Council to participate in one of the planned activities for Domestic and Family Violence Prevention Month. During the month of May, businesses are being asked to install purple light bulbs in shop fronts to indicate support for a non-violent and safe community. Council was asked to consider supporting the event through the display of purple street and/or tree lighting along McDowall Street during the month of May.

Resolution No. GM/03.2019/13

Moved Cr Chandler

Seconded Cr McMullen

That Council:

1. Note the letter from Lifeline Darling Downs and South West Queensland Ltd requesting Council's participation in Domestic and Family Violence Prevention Month.
2. Support and participate in Domestic and Family Violence Prevention Month by amending the variable street tree lighting in McDowall Street Roma to display only purple throughout the entire month of May 2019.

CARRIED

8/0

Responsible Officer	Assets Officer - Transport Network
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Item Number: 12.4

File Number: D19/17402

SUBJECT HEADING: EXTENSION OF ROMA REGIONAL WATER SUPPLY ZONE

Officer's Title: Manager - Water, Sewerage & Gas

Executive Summary:

At its meeting of 27 February 2019, Council approved a water connection outside of the Roma Regional Water Supply Zone and a subsequent report to formally extend this zone was to be submitted for approval by Council.

Resolution No. GM/03.2019/14

Moved Cr McMullen

Seconded Cr Schefe

That Council approve the extension of the Roma Regional Water Supply Zone as per the attached plan.

CARRIED

8/0

Responsible Officer

Manager - Water, Sewerage & Gas

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Resolution No. GM/03.2019/15

Moved Cr Schefe

Seconded Cr O'Neil

That Council suspend 'Standing Orders' to allow for discussion on the projects for submission in the following item.

CARRIED

8/0

The Chief Executive Officer left the Chamber at 11.26am, and returned at 11.30am.

Item Number: 13.1

File Number: D19/15234

SUBJECT HEADING: APPLICATIONS FOR QUEENSLAND DISASTER RESILIENCE FUND

Officer's Title: Regional Grants & Council Events Development Coordinator

Executive Summary:

Council is eligible to apply for funding under the Queensland Disaster Resilience Fund. It was recommended that Council prioritise and submit project/s under the program.

Resolution No. GM/03.2019/16

Moved Cr Schefe

Seconded Cr Flynn

That Council:

1. Prioritise and submit projects for the Queensland Disaster Resilience Fund as follows:

Project Title	Total Project Cost	Project Priority
Minor Local Drainage Mitchell	\$750,000	Priority 1
Roma Golf Links Remedial Works – construction of an earth bund	\$235,000	Priority 2

2. Make appropriate allocations in the 2019/20 and subsequent budgets if required, noting all projects must be completed by 30 June 2021.
3. Authorise the Chief Executive Officer to sign any applicable agreements for successful project/s.
4. Provide a 50% contribution for each of the projects put forward.

CARRIED

7/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer

Regional Grants & Council Events
Development Coordinator

Item Number:

13.2

File Number: D19/16713

SUBJECT HEADING:

KAREN PURVES - GRATITUDE PROMPTS BOOK TOUR

Officer's Title:

(Acting) Regional Libraries, Arts & Culture Development
Coordinator

Executive Summary:

Karen Purves, author of the book "Gratitude Prompts", is offering to bring a book tour to Maranoa Regional Council Libraries. <http://karenpurves.com/>

Moved Cr Chandler

Seconded Cr McMullen

That Council:

- 1. Commit to hosting the Gratitude Prompts book tour at Surat, Roma, Injune & Mitchell Libraries, at no cost to Council.**
- 2. Actively support the promotion of the book tour event in each of our libraries.**

NO VOTE TAKEN

Responsible Officer

**(Acting) Regional Libraries, Arts & Culture
Development Coordinator**

No vote was taken on the draft motion at that time, with Cr. O'Neil proposing an amendment to the draft motion as follows:

Resolution No. GM/03.2019/17

Moved Cr O'Neil

Seconded Cr Flynn

That Council:

- 1. Commit to hosting the Gratitude Prompts book tour at Surat, Roma, Injune & Mitchell Libraries, at no cost to Council.**
- 2. Actively support the promotion of the book tour event in each of our libraries.**
- 3. Encourage authors to launch their books in regional parts of the state, including the Maranoa, to allow community access to these events and to encourage reading of books.**

CARRIED

5/3

With the amendment resolved to be included in the draft motion, Council again voted on the initial motion incorporating the amendment, with the outcome recorded as follows:

Resolution No. GM/03.2019/18

Moved Cr Chandler

Seconded Cr McMullen

That Council:

- 1. Commit to hosting the Gratitude Prompts book tour at Surat, Roma, Injune & Mitchell Libraries, at no cost to Council.**
- 2. Actively support the promotion of the book tour event in each of our libraries.**
- 3. Encourage authors to launch their books in regional parts of the state, including the Maranoa, to allow community access to these events and to encourage reading of books.**

CARRIED

8/0

Responsible Officer

**(Acting) Regional Libraries, Arts & Culture
Development Coordinator**

Item Number: 13.3 File Number: D19/17285

SUBJECT HEADING: MANAGEMENT AGREEMENT RENEWAL - YULEBA MEMORIAL HALL ASSOCIATION

Officer's Title: Facility Lease Management & Housing Officer/Team Coordinator

Executive Summary:

Council has been advised by the Yuleba Memorial Hall Association that they would like to renew their Management Agreement for the Yuleba Memorial Hall, located in Perry Street Yuleba.

Resolution No. GM/03.2019/19

Moved Cr Newman

Seconded Cr Chambers

That Council enter into an agreement with the Yuleba Memorial Hall Association to manage the Yuleba Memorial Hall for a period of (5) five years.

CARRIED

8/0

Responsible Officer

Facility Lease Management & Housing Officer/Team Coordinator

COUNCILLOR BUSINESS

Item Number: 16.1 File Number: D19/14705

SUBJECT HEADING: STANDARD FOR COUNCIL GRIDS

Councillor's Title: Cr. Tyson Golder

Executive Summary:

Cr Golder requested a report to consider a proposed change to the specifications in our Grid policy.

Resolution No. GM/03.2019/20

Moved Cr Golder

Seconded Cr McMullen

That a report be prepared for an upcoming Council meeting, incorporating the recommendation to remove the 18 tonne axel limit standard and replace with the 16 tonne axel limit standard in regard to Council's Grids & Gates Policy.

CARRIED

8/0

Responsible Officer

Deputy Director Infrastructure Services/Strategic Road Management

Item Number: 16.2 **File Number:** D19/16193

SUBJECT HEADING: SAMARI PLAINS ROAD CROSSING OVER TARTULLA CREEK

Councillor's Title: Cr. Geoff McMullen

Executive Summary:

The report tabled a proposal for Council to consider placing large box culverts in the crossing over Tartulla creek on the Samari Plains Road, alternatively repair / upgrade existing pipes so they are accessible when there is a minor flow in the creek.

Resolution No. GM/03.2019/21

Moved Cr McMullen

Seconded Cr Newman

That a report be prepared for an upcoming Council meeting in regard to consideration of placing large box culverts in the crossing over Tartulla creek on the Samari Plains Road, or alternatively repair / upgrade existing pipes so they are accessible when there is a minor flow in the creek.

CARRIED

8/0

Responsible Officer

**Deputy Director Infrastructure
Services/Strategic Road Management**

CONFIDENTIAL ITEMS

Cr. Chambers, having previously foreshadowed a 'Material Personal Interest' in the following two (2) items, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 11.51am, taking no part in discussions and debate on the matter.

Item Number: C.1 **File Number:** D18/90937

SUBJECT HEADING: RECOMMENDATION TO PROCURE ONE (1) LANDFILL COMPACTOR

Officer's Title: Operations Manager - Plant, Fleet & Workshops

Executive Summary:

Council sought quotations for the supply of a 25-35 tonne landfill compactor, for use at the Roma Waste Facility.

The quotation responses were reviewed by an evaluation panel and the report submitted for Council's consideration.

Resolution No. GM/03.2019/22

Moved Cr McMullen

Seconded Cr Schefe

That Council:

- 1. Select Hastings Deering (Aust) Ltd as the recommended supplier for VP125625 – Request for Quotations for the Supply and Delivery of One (1) 25-35t Refuse/Landfill Compactor.**

2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Select Hastings Deering (Aust) Ltd, noting the value of \$699,600 inclusive of GST, and form a contract by way of purchase order if the final terms are acceptable.
3. Assign the expenditure to General Ledger 6551.

CARRIED

7/0

Responsible Officer	Operations Manager - Plant, Fleet & Workshops
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Item Number:

C.2

File Number: D18/93626

SUBJECT HEADING:

RECOMMENDATION TO PROCURE THREE (3) MAINTENANCE GRADERS

Officer's Title:

Operations Manager - Plant, Fleet & Workshops

Executive Summary:

This report evaluated quotations received for the supply and delivery of three (3) replacement maintenance graders.

Moved Cr Scheffe

Seconded Cr Newman

That Council:

1. Defer the purchase of the Incline Screen.
2. Procure three (3) John Deere 670GP Maintenance Graders from Hitachi Construction Australia Pty Ltd for a total purchase price of \$1,431,154.63 including GST, plus statutory registration costs;
3. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Hitachi Construction Australia Pty Ltd and raise purchase orders if the final terms are acceptable; and
4. Assign expenditure to General Ledger 6551.

NO VOTE TAKEN

A 'Procedural Motion' was put forward prior to the draft motion being voted on seeking to further discuss the matter in closed session.

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss item C.2, which it has deemed to be of a confidential nature and specifically pertaining to the following section:

- (e) contracts proposed to be made by it;

Resolution No. GM/03.2019/23
Moved Cr O'Neil
Seconded Cr Flynn
That Council close the meeting to the public at 11.58am.
CARRIED
6/1
Resolution No. GM/03.2019/24
Moved Cr O'Neil
Seconded Cr McMullen
That Council open the meeting to the public at 12.07pm.
CARRIED
7/0
Resolution No. GM/03.2019/25
Moved Cr Flynn
That the matter lay on the table for further consideration at a later point during the meeting to allow the reporting officer to make further enquiries with regard to availability of equipment for delivery.
CARRIED
7/0

At cessation of discussion and debate on the abovementioned two (2) items, Cr. Chambers returned to the Chamber at 12.08pm.

Item Number:
C.3
File Number: D19/15014
SUBJECT HEADING:
NOTIFIABLE ROAD USE - ATLAS LATERAL PROJECT
Officer's Title:
Manager – Program & Contract Management
Executive Summary:

Council received notice of road use associated with the construction of the Atlas Lateral Pipeline Project. This report provided details of the extent and usage estimates associated with the project, as well of options to consider in managing the impacts on Council's road network.

Resolution No. GM/03.2019/26
Moved Cr Newman
Seconded Cr Chambers
That Council:

- 1. Acknowledge receipt of the notice of public road use, under Section 63 of the *Mineral and Energy Resources (Common Provisions) Act 2014*, associated with the Atlas Lateral Pipeline Project.**
- 2. Note the estimated usage constitutes Notifiable Road Use under Section 63 of the *Mineral and Energy Resources (Common Provisions) Act 2014*.**
- 3. Withhold consent of the road use until such time that the resource authority holder has entered into a compensation agreement with Maranoa Regional Council.**

CARRIED
8/0
Responsible Officer
**Deputy Director Infrastructure Services /
Strategic Road Management**

Mayor Golder, having previously foreshadowed a perceived 'Conflict of Interest' in the following item, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 12.09pm, taking no part in discussions and debate on the matter.

The Deputy Mayor took the role of 'Acting Chair' in the Mayor's absence.

Cr. Flynn, having previously foreshadowed a perceived 'Conflict of Interest' in the following item, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 12.09pm, taking no part in discussions and debate on the matter.

Item Number: C.4 **File Number:** D19/15336

SUBJECT HEADING: ROMA FLOOD MITIGATION PROJECT - STAGE 2

Officer's Title: Manager – Program & Contract Management

Executive Summary:

With a majority of the Stage 2a component of the Roma Flood Mitigation Project now complete, this report presented Council with a status update on the Stage 2b works and the funding arrangements that are currently in place for these works.

Resolution No. GM/03.2019/27

Moved Cr O'Neil

Seconded Cr Scheffe

That Council authorise the Chief Executive Officer to prepare and sign the relevant documents and submit the scope and time variation request for the Roma Flood Mitigation Project – Stage 2 under the Department of State Development, Manufacturing, Infrastructure & Planning's Building our Regions Program.

CARRIED

6/0

Responsible Officer

**Deputy Director Infrastructure Services /
Strategic Road Management**

At cessation of discussion and debate on the abovementioned item, Mayor Golder and Cr. Flynn returned to the Chamber at 12.11pm. Mayor Golder assumed the Chair at that time.

Item Number: C.5 **File Number:** D19/16942

SUBJECT HEADING: REQUEST FOR COST SHARING ARRANGEMENT -
WOMBLEBANK GAP ROAD (GRID NO. 2)

Officer's Title: Manager - Maintenance Delivery & Works

Executive Summary:

Applications have been received to replace three grids (Grid numbers 1, 2 & 3) including rectification works to two grid approaches (Grid numbers 2 & 4). Grids 1 and 3 are located on Mt Moffatt Road, and Grid 2 and 4 are located on Womblebank Gap Road.

The applicant requested Council enter into a cost sharing arrangement.

Moved Cr Chandler

Seconded Cr O'Neil

That:

- 1. Council reimburse the applicant as fencing is not a viable option in this case - with reimbursement to the value of 3.5 grids or \$5,250 due to the landholder being proactive in their application for replacement of grids.**
- 2. In accordance with Section 4.11 of Council's policy, Council waive the Grid Application for the four (4) applications submitted to Council.**

NO VOTE TAKEN

No vote was taken on the draft motion. With further discussion required on the matter, it was proposed that this discussion be undertaken in closed session.

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items it has deemed to be of a confidential nature and specifically pertaining to the following section:

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Resolution No. GM/03.2019/28

Moved Cr Chambers

Seconded Cr O'Neil

That Council close the meeting to the public at 12.17pm.

CARRIED

8/0

Cr. O'Neil left the Chamber at 12.20pm, and returned at 12.23pm.

Cr. Flynn left the Chamber at 12.24pm, and did not return until resumption of Standing Orders following adjournment for lunch.

Resolution No. GM/03.2019/29

Moved Cr O'Neil

Seconded Cr McMullen

That Council open the meeting to the public at 12.30pm.

CARRIED

7/0

Following discussion in closed session, Cr. Chandler sought to amend the wording of the draft motion as stated below. Cr. O'Neil as 'Secunder' of the motion was in favour of the proposed amendment, which was then voted on and the outcome recorded as follows:

Resolution No. GM/03.2019/30
Moved Cr Chandler
Seconded Cr O'Neil
That Council:

1. Reimburse the applicant the sum of \$5,250.
2. In accordance with Section 4.11 of Council's policy, waive the Grid Application for the 4 applications submitted to Council.

CARRIED

6/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer
Manager - Maintenance Delivery & Works

SUBJECT HEADING: **SUSPENSION OF STANDING ORDERS**
 COUNCIL ADJOURNED THE MEETING FOR LUNCH AT 12.33PM

SUBJECT HEADING: **RESUMPTION OF STANDING ORDERS**
 COUNCIL RESUMED THE MEETING AT 1.25PM

Item Number:
C.6
File Number: D19/16401
SUBJECT HEADING:
HIBERNIAN HALL - DANCE WEST03 REQUEST TO AMEND HOURS
Officer's Title:
Facility Lease Management & Housing Officer/Team Coordinator
Executive Summary:

Council received a request from the Principal/Creative Director Dance wEST03 to amend user agreement hours for use of the Hibernian Hall.

Resolution No. GM/03.2019/31
Moved Cr Chambers
Seconded Cr Newman
That Council:

1. Agree to the request for a reduction in the booked hours for Dance wEST03 at the Hibernian Hall by amending the user agreement to reflect the times listed below:
 - Tuesday – 6.30pm – 8.45pm
 - Thursday – 3.45pm – 8.00pm

- Friday – 3.30pm – 8.45 pm
- Saturday – 8.30am – 6.00pm

2. Invoice Dance wEST03 for the hours the facility is booked.

3. Any additional bookings or occasional requests for an extension in hours, to be arranged with Council's Customer Service team with consideration for other users of the facility, and the customer to be invoiced at the Maranoa resident rate as outlined in Council's Fees and Charges.

CARRIED

8/0

Responsible Officer	Facility Lease Management & Housing Officer/Team Coordinator
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Cr. Flynn, having previously foreshadowed a perceived 'Conflict of Interest' in the following item, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 1.27pm, taking no part in discussions and debate on the matter.

Item Number:

C.7

File Number: D19/17195

SUBJECT HEADING:

REQUEST FOR SPONSORSHIP

Officer's Title:

Regional Grants & Council Events Development Coordinator

Executive Summary:

Council received a request for sponsorship from the Maranoa Artists, who are running the Roma Easter in the Country Art Show 2019.

Resolution No. GM/03.2019/32

Moved Cr Chandler

Seconded Cr Chambers

That Council:

1. Acknowledge the request for sponsorship from the Maranoa Artists for the Roma Easter in the Country Art Show 2019.
2. Decline the request due to current budget constraints.

CARRIED

6/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer	Regional Grants & Council Events Development Coordinator
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At cessation of discussion and debate on the abovementioned item, Cr. Flynn returned to the Chamber at 1.33pm.

Item Number: C.8 **File Number:** D19/17066

SUBJECT HEADING: EXPRESSIONS OF INTEREST - AGISTMENT OF
PADDOCKS - POLICE PADDOCK, DARGAL ROAD

Officer's Title: Land Administration Officer

Executive Summary:

Council publicly invited interested parties to submit Expressions of Interest (EOI) for the agistment of Council owned paddocks off Dargal Road, Roma.

The Expression of Interest was advertised on 22 February 2019 with a closing date of 6 March 2019.

Eleven (11) responses were received. Responses were reviewed by an evaluation panel and information was submitted for Council's consideration.

Resolution No. GM/03.2019/33

Moved Cr McMullen

Seconded Cr Scheffe

That Council enter into formal grazing agreements for use of Council owned paddocks off Dargal Road Roma with the following applicants:

- **Paddock 2: Kathy Mitchell and Jamie McConachy**
- **Paddock 3: Briony O'Bree**
- **Paddock 4: Kate Ryan**
- **Paddock 5: Bronte Lloyd**
- **Paddock 6: Joanne and Paul Howlett**
- **Paddock 7: Dama Howard**
- **Paddock 8: Shaun Ahern**

CARRIED

7/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	

Responsible Officer

Land Administration Officer

Item Number:

C.9

File Number: D19/15050

SUBJECT HEADING:

**REQUEST TO STABLE HORSES - WALLUMBILLA
SHOWGROUNDS**

Officer's Title:

Land Administration Officer

Executive Summary:

Council received a request to use the Wallumbilla Showgrounds described as Lot 263 on WV1304 periodically to break in young horses and work on race horses.

Resolution No. GM/03.2019/34

Moved Cr Chandler

Seconded Cr Newman

That Council:

1. **Decline the request to use the Wallumbilla Showgrounds described as Lot 263 on WV1304 for housing and training horses, as the request is outside the reserve's and facility's intended purpose.**
2. **Develop a policy relating to the stabling of livestock at Council managed facilities e.g. showgrounds, racecourses, rodeo and campdraft facilities by individuals outside of events.**

CARRIED

7/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer

Land Administration Officer

Item Number: C.10

File Number: D19/17523

SUBJECT HEADING: REQUEST FREEZE OF DEBT RECOVERY PROCESS AND
PAYMENT ARRANGEMENT - ASSESSMENT 12001327

Officer's Title: Rates and Utilities Billing Officer

Executive Summary:

Correspondence was received requesting a freeze on debt recovery action. It was also requested that the overdue rates be transferred to the correspondent upon purchase of the property and postpone entering into a payment arrangement for six (6) months.

Resolution No. GM/03.2019/35

Moved Cr Newman

Seconded Cr Chambers

That Council not enter into any negotiations with the correspondent due to the correspondent not being the owner of the property.

CARRIED

6/2

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	Cr. McMullen
Cr. Flynn	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer

Rates and Utilities Billing Officer

Item Number: C.11

File Number: D19/17563

SUBJECT HEADING: UPDATE - SEWER RELINING AND REHABILITATION
WORKS - ROMA

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Council engaged a contractor to complete sewer rehabilitation works in Roma, in preparation for the 2018/19 sewer relining program.

This report was tabled to provide Council with an update on the project.

Resolution No. GM/03.2019/36

Moved Cr Schefe

Seconded Cr Chambers

That:

- Council engage Suffcon Pty Ltd to continue with sewer main repairs in Roma, based on the submitted schedule of rates.**

2. The engagement be made pursuant to Section 232 of the *Local Government Regulation 2012*, that Council is not required to invite written tenders for a large-sized contractual arrangement if it is formed with a supplier from a register of pre-qualified suppliers.

3. Expenditure be assigned to Work Order 19755 (2018/19 Sewer Relining Program).

CARRIED

8/0

Responsible Officer

Manager - Procurement & Plant

Item Number:

C.12

File Number: D19/16622

SUBJECT HEADING:

CULTURAL HERITAGE INJUNE PRESERVATION SOCIETY (CHIPS) - INJUNE CENTENARY BOOK 2022

Officer's Title:

Local Development Officer - Injune

Executive Summary:

Council has allocated funds in the 2018/19 budget for a 'History of Injune and Surrounds' in time for the centenary in 2022. It was recommended that the funds be provided in milestone payments to Cultural Heritage Injune Preservation Society (CHIPS) for payment of services to a professional historian to progress this project.

Resolution No. GM/03.2019/37

Moved Cr Chandler

Seconded Cr Golder

That Council:

1. Provide the funds from the 2018/19 budget (WO 19823 – History of Injune and Surrounds) to Cultural Heritage Injune Preservation Society (CHIPS), via the auspicing body Advance Injune, for payment of services to a professional historian to commence work on a written history.
2. Allocate the funds over two financial years in three milestone payments:
 - First instalment = \$2,000
 - Second instalment = \$7,000
 - Third and last instalment = \$1,500
3. Allocate \$500 from the Injune General Operations budget WO14829.2539 to the project.

CARRIED

8/0

Responsible Officer

Local Development Officer - Injune

Item Number: C.13 File Number: D19/18278

SUBJECT HEADING: REQUEST FOR FEE WAIVER OF WALLUMBILLA SHOWGROUNDS

Officer's Title: Regional Grants & Council Events Development Coordinator

Executive Summary:

Council received a request for a fee waiver for a farewell function to be held at the Wallumbilla Showgrounds.

Resolution No. GM/03.2019/38

Moved Cr O'Neil

Seconded Cr Scheffe

That Council:

1. Approve the request for a fee waiver for a farewell function to be held at the Wallumbilla Showgrounds on Saturday, 16 March 2019.
2. Apply the bond of \$245.70 as per the 2018/19 Fees and Charges Register.

CARRIED

5/3

Responsible Officer

**Regional Grants & Council Events
Development Coordinator**

ADDITIONAL LATE CONFIDENTIAL ITEMS

Resolution No. GM/03.2019/39

Moved Cr O'Neil

Seconded Cr Chandler

That the following items be included as part of the Late Confidential Agenda:

- LC.4 - V-Gate Cluster Fence
- LC.5 - Consideration of Correspondence from Office of Independent Assessor and Correspondence from Councillor McMullen's Representative.

CARRIED

8/0

LATE CONFIDENTIAL ITEMS (Discussed in closed session)

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items: C.2 and LC.1 – LC.5, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (a) the appointment, dismissal or discipline of employees;
- (b) industrial matters affecting employees;
- (e) contracts proposed to be made by it;

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage;

Resolution No. GM/03.2019/40

Moved Cr O'Neil

Seconded Cr Flynn

That Council close the meeting to the public at 1.49pm.

CARRIED

8/0

Cr. O'Neil left the Chamber at 2.19pm, and returned at 2.20pm.

Mayor Golder, having previously foreshadowed a perceived 'Material Personal Interest' in Item LC.3 – Tabling Further Correspondence in Relation to Stage 1, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 2.46pm, taking no part in discussions on the matter.

The Deputy Mayor took the role of 'Acting Chair' in the Mayor's absence.

Cr. Flynn, having previously foreshadowed a 'Conflict of Interest' in Item LC.3 – Tabling Further Correspondence in Relation to Stage 1, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 2.46pm, taking no part in discussions and debate on the matter.

Cr. Newman left the Chamber at 2.51pm, and returned at 2.54pm.

Cr. O'Neil left the Chamber at 2.54pm, and returned at 2.59pm.

At cessation of discussion on Item LC.3 – Tabling Further Correspondence in Relation to Stage 1, Cr. Flynn returned to the Chamber at 3.18pm.

At cessation of discussion on Item LC.3 – Tabling Further Correspondence in Relation to Stage 1, Mayor Golder returned to the Chamber at 3.19pm and assumed the Chair.

The Chief Executive Officer left the Chamber at 3.20pm.

Cr. McMullen left the Chamber at 3.22pm, prior to discussions commencing in regard to Item LC.5 – Consideration of Correspondence from Office of Independent Assessor and Correspondence from Councillor McMullen's Representative, an item which related to him personally, and for which he therefore had a Conflict of Interest.

Mayor Golder left the Chamber at 3.22pm, and returned at 3.25pm.

At cessation of discussion in relation to Item LC.5 – Consideration of Correspondence from Office of Independent Assessor and Correspondence from Councillor McMullen's Representative, Cr. McMullen returned to the Chamber at 3.27pm.

Cr. Chambers, having previously foreshadowed a 'Material Personal Interest' in Item C.2- Recommendation to Procure Three (3) Maintenance Graders, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 3.28pm, taking no part in discussions on the matter.

Resolution No. GM/03.2019/41

Moved Cr O'Neil

Seconded Cr Newman

That Council open the meeting to the public at 3.30pm.

CARRIED

7/0

Cr. Chambers, having previously foreshadowed a 'Material Personal Interest' in the following item, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' did not return to the Chamber, taking no part in discussions or debate on the matter.

Item Number:

C.2

File Number: D18/93626

SUBJECT HEADING:

RECOMMENDATION TO PROCURE THREE (3) MAINTENANCE GRADERS

Officer's Title:

Operations Manager - Plant, Fleet & Workshops

Executive Summary:

This report evaluated quotations received for the supply and delivery of three (3) replacement maintenance graders. This matter had been laid on the table earlier during the meeting, Council resumed its deliberations.

Resolution No. GM/03.2019/42

Moved Cr Scheffe

Seconded Cr Newman

That Council:

- 1. Defer the purchase of the Incline Screen.**
- 2. Procure three (3) John Deere 670GP Maintenance Graders from Hitachi Construction Australia Pty Ltd for a total purchase price of \$1,431,154.63 including GST, plus statutory registration costs.**
- 3. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Hitachi Construction Australia Pty Ltd and raise purchase orders if the final terms are acceptable; and**
- 4. Assign expenditure to General Ledger 6551.**

CARRIED

6/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chandler	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	

Responsible Officer

Operations Manager - Plant, Fleet & Workshops

At cessation of discussion and debate on the abovementioned item, Cr. Chambers returned to the Chamber at 3.32pm.

The Chief Executive Officer returned to the Chamber at 3.33pm.

Item Number: 11.4 **File Number:** D19/18236

SUBJECT HEADING: VOTING ARRANGEMENTS FOR THE 2020 LOCAL GOVERNMENT ELECTION

Officer's Title: Manager - Communication, Information & Administration Services

Executive Summary:

Under Section 45 of the Local Government Electoral Act 2011, Council must apply to the Minister for Local Government prior to 1 July 2019 for the 2020 Local Government Election to be conducted by postal Ballot. Further information was requested as per Resolution GM/01.2019/06.

This matter had been laid on the table earlier during the meeting. Council resumed its deliberations.

Moved Cr Chambers

That Council write to the Minister for Local Government seeking approval to hold a mixture of a choice of postal and attendance at polling booths in the five (5) towns (Roma, Mitchell, Yuleba, Injune & Surat).

MOTION WITHDRAWN (by the 'Mover')

Responsible Officer

Manager - Communication, Information & Administration Services

Resolution No. GM/03.2019/43

Moved Cr Flynn

Seconded Cr Chandler

That Council opt for a Full Postal Vote for the Maranoa Regional Council area.

MOTION LOST

3/5

Moved Cr O'Neil

Seconded Cr McMullen

That Council write to the Minister for Local Government, seeking to conduct the 2020 Local Government Election for the Maranoa Regional Council area as a full postal and attendance ballot in the towns of Roma, Mitchell, Yuleba, Injune, Wallumbilla & Surat.

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Cr. Newman proposing the following amendment:

Moved Cr O'Neil

Seconded Cr McMullen

That Council apply to the Minister for Local Government, seeking to conduct the 2020 Local Government Election for the Maranoa Regional Council area as a full postal and attendance ballot, in the towns of Roma, Mitchell, Yuleba, Injune, Wallumbilla & Surat, following community consultation across the region with regards to its preferences.

NO VOTE TAKEN (Amendment ruled 'Out of Order')

With the amendment ruled 'Out of Order', the draft motion was voted on as follows:

Resolution No. GM/03.2019/44

Moved Cr O'Neil

Seconded Cr McMullen

That Council apply to the Minister for Local Government, seeking to conduct the 2020 Local Government Election for the Maranoa Regional Council area as a full postal and attendance ballot in the towns of Roma, Mitchell, Yuleba, Injune, Wallumbilla & Surat.

CARRIED

6/2

Responsible Officer

Manager - Communication, Information & Administration Services

Cr. Chambers left the Chamber at 4.07pm, and returned at 4.23pm.

Cr. Flynn left the Chamber at 4.13pm, and returned at 4.20pm.

Cr. Newman left the Chamber at 4.17pm, and returned at 4.21pm.

Item Number:

11.5

File Number: D19/18282

SUBJECT HEADING:

BRING YOUR OWN DEVICE POLICY

Officer's Title:

Manager - ICT Solutions

Executive Summary:

The purpose of this report was for Council to adopt a Bring Your Own (Mobile) Device Policy which will, if adopted, apply to Council employees, contractors and Councillors.

This matter had been laid on the table earlier during the meeting. Council resumed its deliberations.

Moved Cr Chandler

Seconded Cr Schefe

That Council adopt the Bring Your Own (Mobile) Device Policy as presented.

NO VOTE TAKEN (Procedural motion put forward following this draft motion)

Resolution No. GM/03.2019/45

Moved Cr Newman

That the matter lay on the table for further consideration at the next General Meeting on 27 March 2019.

CARRIED

7/1

Responsible Officer

Manager – Information and Communication Technology (ICT) Solutions

Item Number:

LC.4

File Number: D19/19565

SUBJECT HEADING:

V-GATE CLUSTER FENCE

Officer's Title:

Manager – Facilities (Land, Buildings & Structures)

Executive Summary:

Correspondence was received from the V Gate Collaborative Area Management Group seeking Council's support and assistance in closing a 600 metre gap in the fence and completion of the Fairview Access Fence crossing.

Resolution No. GM/03.2019/46

Moved Cr Golder

Seconded Cr McMullen

That:

- 1. Pursuant to *Local Law No. 1 (Administration) 2011*, section 9, Council resolves to grant an approval subject to conditions determined in accordance with *Local Law No. 1 (Administration) 2011*, section 10 in respect of the prescribed activity of "alteration or improvement to local government controlled areas and roads", the details of the application for the approval being as specified in the letter from V Gate Collaborative Area Management Group to Council titled "Re V Gate CAM – closing out 600 metre gap and completion Fairview Access fence crossing".**
- 2. All stakeholders in the area be advised that due to possibly affecting future funding for exclusion fencing, Council has determined that this approach is the best way forward so as to protect future funding opportunities.**

CARRIED

8/0

Responsible Officer

Manager – Facilities (Land, Buildings & Structures)

Mayor Golder, having previously foreshadowed a perceived 'Material Personal Interest' in the following item, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 4.28pm, taking no part in discussion or debate on the matter.

The Deputy Mayor took the role of 'Acting Chair' in the Mayor's absence.

Cr. Flynn, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 4.28pm, taking no part in discussion and debate on the matter.

Item Number: LC.3 **File Number:** D19/19384

SUBJECT HEADING: **TABLING FURTHER CORRESPONDENCE IN RELATION TO STAGE 1 - ROMA FLOOD MITIGATION**

Officer's Title: **Chief Executive Officer**

Executive Summary:

Tabling of correspondence from a landowner in relation to Stage 1.

Resolution No. GM/03.2019/47

Moved Cr Chandler

Seconded Cr Schefe

That the matter lay on the table for further consideration at the next meeting following receipt of further information.

CARRIED

6/0

Responsible Officer

Chief Executive Officer

At cessation of discussion and debate on the abovementioned item, Mayor Golder returned to the Chamber at 4.31pm, and assumed the Chair.

At cessation of discussion and debate on the abovementioned item, Cr. Flynn returned to the Chamber at 4.32pm.

Item Number: LC.1 **File Number:** D19/18817

SUBJECT HEADING: **MINOR AMENDMENT TO ORGANISATIONAL STRUCTURE**

Officer's Title: **Chief Executive Officer**

Executive Summary:

The report proposed a structure that will support the efficient management of elected member diaries including invitations, appointments, meetings, deputations and events.

Moved Cr Chandler

Seconded Cr Chambers

That the following changes be made to the Organisational Structure:

- **Position 0209 be renamed – Lead Officer Elected Members & Community Engagement**
- **Positon 0506 be renamed – Elected Members & Community Engagement Officer**
- **Position 0521, Associate to the Mayor, form part of the Elected Members team, reporting to the Manager Communication, Information & Administration Services.**

NO VOTE TAKEN

Responsible Officer

Manager - Organisational Development & Human Resources

No vote was taken on the draft motion, with Mayor Golder proposing that the matter be laid on the table. The outcome was recorded as follows:

Resolution No. GM/03.2019/48

Moved Cr Golder

That the matter lay on the table for further consideration at the next General Meeting on 27 March 2019.

MOTION LOST

2/6

Resolution No. GM/03.2019/49

Moved Cr Chandler

Seconded Cr Chambers

That the following changes be made to the Organisational Structure:

- **Position 0209 be renamed – Lead Officer Elected Members & Community Engagement**
- **Position 0506 be renamed – Elected Members & Community Engagement Officer**
- **Position 0521, Associate to the Mayor, form part of the Elected Members team, reporting to the Manager Communication, Information & Administration Services.**

CARRIED

6/2

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	Cr. McMullen
Cr. Flynn	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer

**Manager - Organisational Development & Human Resources
Chief Executive Officer**

Item Number:

LC.2

File Number: D19/19157

SUBJECT HEADING:

INTERPRETIVE CENTRE CONCEPT AND DESIGN

Officer's Title:

Director - Corporate, Community & Commercial Services

Executive Summary:

The purpose of this report was to establish a group to collaboratively work with Arterial Design on the content and design concepts for consideration by Council for approval at each stage.

Resolution No. GM/03.2019/50

Moved Cr Flynn

Seconded Cr Chambers

That:

1. Council establish an Interpretive Centre Concept and Design – Temporary Advisory Committee.
2. The membership be as follows:
 - Historical Representative
 - Tourism Representative
 - Industry Representative x 2
 - Tour Leader Representative
 - Saleyards Advisory Committee Member
 - Councillor/Portfolio Chairs x 3
 - Council Representative - Regional Tourism Development Coordinator
 - Council Representative - Director Corporate, Community & Commercial Services
 - Council Representative - Project Superintendent (Attendee only)
2. Representatives be invited with an update to a future meeting to confirm the membership of the Committee.
3. Terms of Reference be prepared and brought to a future meeting.
4. Council acknowledge that during the concept and design development stage, additional stakeholders (individuals, industry representatives and other historical/heritage organisations) may be approached to provide content and/or artefacts.

CARRIED

6/2

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Chandler	Cr. McMullen
Cr. Flynn	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	

Responsible Officer	Director - Corporate, Community & Commercial Services
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LATE CONFIDENTIAL ITEM (Discussed in closed session)

Cr. McMullen left the Chamber at 4.31pm, prior to consideration of the following matter, due to the item relating to him personally, and for which he therefore had a Conflict of Interest.

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss item: LC.5, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Resolution No. GM/03.2019/51

Moved Cr O'Neil

Seconded Cr Chandler

That Council close the meeting to the public at 4.51pm.

CARRIED

7/0

Resolution No. GM/03.2019/52

Moved Cr O'Neil

Seconded Cr Chandler

That Council open the meeting to the public at 4.51pm.

CARRIED

7/0

Item Number:

LC.5

File Number: D19/19524

SUBJECT HEADING:

**CONSIDERATION OF CORRESPONDENCE FROM
OFFICE OF INDEPENDENT ASSESSOR AND
CORRESPONDENCE FROM COUNCILLOR MCMULLEN'S
REPRESENTATIVE**

Officer's Title:

Chief Executive Officer

Executive Officer:

The report tabled correspondence from the Office of Independent Assessor, and correspondence pertaining to Councillor McMullen.

Resolution No. GM/03.2019/53

Moved Cr O'Neil

Seconded Cr

That the matter lay on the table for further consideration at the next General Meeting on 27 March 2019.

CARRIED

4/3

Responsible Officer

Chief Executive Officer

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 4.52pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 27 March 2019, at Roma Administration Centre.

.....
Mayor.

.....
Date.

MINUTES OF THE BUDGET SUBMISSIONS & FINANCIAL PLANNING STANDING COMMITTEE MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 20 MARCH 2019 COMMENCING AT 4.21PM

ATTENDANCE

Deputy Mayor J L Chambers chaired the meeting with, Cr. N H Chandler, Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil (until 5.05pm), Cr D J Scheffe, Cr. J M Stanford (until 5.05pm) and Chief Executive Officer – Julie Reitano in attendance.

AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate, Community & Commercial Services – Sharon Frank, Manager - Procurement & Plant – Ryan Gittins, Operations Manager - Plant, Fleet & Workshops – David Parker.

WELCOME

The Deputy Mayor as Acting Chair welcomed all present and declared the meeting open at 4.21pm.

APOLOGIES

Resolution No. BUD/03.2019/05

Moved Cr Chandler

Seconded Cr McMullen

That apologies be received and leave of absence granted for Mayor Golder and Cr. Flynn for this meeting.

CARRIED

7/0

DECLARATION OF CONFLICTS OF INTEREST

There were no declarations of Conflicts of Interest.

BUSINESS

In accordance with the provisions of section 275 of the Local Government Regulation 2012, Council resolved to close the meeting to discuss item C.1, which it has deemed to be of a confidential nature and specifically pertaining to the following section:-

- (c) the local government budget.

Resolution No. BUD/03.2019/06

Moved Cr O'Neil

Seconded Cr Stanford

That Council close the meeting to the public at 4.22pm.

CARRIED

7/0

Councillors O'Neil and Stanford left the Chamber at 5.05pm, and did not return for the remainder of the meeting.

Resolution No. BUD/03.2019/07

Moved Cr McMullen

Seconded Cr Newman

That Council opens the meeting to the public at 5.06pm.

CARRIED

5/0

CONFIDENTIAL ITEM

Item Number:

C.1

File Number: D19/22172

SUBJECT HEADING:

PROPOSED PLANT INVESTMENT PROGRAM - 2019/20

Officer's Title:

Operations Manager - Plant, Fleet & Workshops

Executive Summary:

Proposed Plant Investment Program in preparation for the 2019/20 financial year budget.

Resolution No. BUD/03.2019/08

Moved Cr Newman

Seconded Cr McMullen

That the Committee endorse for consultation to occur with teams for the proposed plant investment program for 2019/20.

CARRIED

5/0

Responsible Officer

Operations Manager - Plant, Fleet & Workshops

CLOSURE

There being no further business, the Deputy Mayor as Acting Chair thanked Council for their attendance and declared the meeting closed at 5.08pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 27 March 2019, at Roma Administration Centre.

.....
Mayor.

.....
Date.

MINUTES OF THE BUDGET SUBMISSIONS & FINANCIAL PLANNING STANDING COMMITTEE MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 20 MARCH 2019 COMMENCING AT 9.50AM

ATTENDANCE

Deputy Mayor J L Chambers chaired the meeting with Cr. N H Chandler, Cr. P J Flynn, Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil, Cr D J Scheffe, Cr. J M Stanford, Chief Executive Officer – Julie Reitano.

AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate, Community & Commercial Services – Sharon Frank, Lead Infrastructure Program Funding & Budget Coordination Officer – Cindy Irwin, Associate to the Director / Budget & Support Coordination Development, Facilities & Environmental Services – Gemma Lines.

GUESTS

There were no guests in attendance at the meeting.

WELCOME

The Deputy Mayor as Acting Chair welcomed all present and declared the meeting open at 9.50am.

APOLOGIES

Resolution No. BUD/03.2019/01

Moved Cr McMullen

Seconded Cr Chandler

That apologies be received and leave of absence granted for Mayor Golder for this meeting.

CARRIED

8/0

DECLARATION OF CONFLICTS OF INTEREST

There were no declarations of Conflicts of Interest.

BUSINESS

In accordance with the provisions of section 275 of the Local Government Regulation 2012, Council resolved to close the meeting to discuss item C.1, which it has deemed to be of a confidential nature and specifically pertaining to the following section:

- (c) the local government budget;

Resolution No. BUD/03.2019/02

Moved Cr O'Neil

Seconded Cr Stanford

That Council close the meeting to the public at 10.12am.

CARRIED

8/0

COUNCIL ADJOURNED THE MEETING
FOR MORNING TEA AT 10.12AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 11.10AM

The Chief Executive Officer left the Chamber at 11.12am, and returned at 11.15am.

Cr. Flynn left the Chamber at 11.37am, and returned at 11.46am.

COUNCIL ADJOURNED THE MEETING
FOR LUNCH AT 12.33PM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 1.22PM

Resolution No. BUD/03.2019/03

Moved Cr O'Neil

Seconded Cr Newman

That Council opens the meeting to the public at 2.22pm.

CARRIED

8/0

Cr. Scheffe left the Chamber at 2.25pm, and returned at 2.28pm.

Cr. Chandler left the Chamber at 2.35pm, and returned at 2.37pm.

Item Number:

C.1

File Number: D19/21632

SUBJECT HEADING:

PRELIMINARY BUDGET BRIEFING

Officer's Title:

Chief Executive Officer

Executive Summary:

Overview provided to Council of budget information collated for the committees' formal consideration in preparation for the 2019/20 budget.

Resolution No. BUD/03.2019/04

Moved Cr O'Neil

Seconded Cr Stanford

That:

- 1. The Committee note the overview provided.**
- 2. The committee be provided with a list of properties in the non-urban industrial rate categories to model rating options.**
- 3. Feedlots be grouped with Rural property categories.**
- 4. Information be provided at the next meeting on the service levels for road maintenance, with a comparison to budget estimates by work area.**
- 5. Reconciliation be undertaken of the use of the energy sector margin/service charge**

by road / project.	
6. Estimate be included for additional contractor assistance post rain events.	
7. Investigate business case for including overtime and allowances for Maintenance Teams to reduce travel and increase productivity on site.	
8. Draft Quick Guide for roads be brought back to the next meeting incorporating draft service levels.	
9. Cross check resolutions to ensure all included where identified for budget deliberations.	
10. Bring back additional information about sharps containers in Council amenities.	
11. Project staff allocated to capital be brought back to the next meeting – with estimates of direct charge % per project.	
12. Data be collected, and preliminary analysis undertaken of the cost of bank charges associated with transactions.	
CARRIED	8/0

Responsible Officer	Chief Executive Officer
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CLOSURE

There being no further business, the Deputy Mayor as Acting Chair thanked Council for their attendance and declared the meeting closed at 2.42pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 27 March 2019, at Roma Administration Centre.

.....
 Mayor.

.....
 Date.

MINUTES OF THE SPECIAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 20 MARCH 2019 COMMENCING AT 2.45PM

ATTENDANCE

Deputy Mayor J L Chambers chaired the meeting with Cr. N H Chandler, Cr. P J Flynn (until 2.59pm), Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil, Cr D J Scheffe, Cr. J M Stanford, Chief Executive Officer – Julie Reitano and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate, Community & Commercial Services – Sharon Frank, Deputy Director Infrastructure Services/Strategic Road Management – Cameron Hoffmann (by telephone).

WELCOME

The Deputy Mayor as Acting Chair welcomed all present and declared the meeting open at 2.45pm.

APOLOGIES

Resolution No. SM/03.2019/01

Moved Cr McMullen

Seconded Cr Scheffe

That apologies be received and leave of absence granted for Mayor Golder for this meeting.

CARRIED

8/0

DECLARATION OF CONFLICTS OF INTEREST

Cr. Flynn declared a 'Conflict of Interest' with the following item:

- C.2 – Flood Mitigation Landholder Matters – Assessment No. 14019178

due to him owning a house in the area that the levee is bound by, and that voting on these matters may cause a perception that he may have directly benefited from the levee or various aspects of the levee.

Cr. Flynn foreshadowed that he would remove himself from discussions and decisions on the abovementioned matters.

BUSINESS

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items – C.1 and C.2, which it has deemed to be of a confidential nature and specifically pertaining to the following section:

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage;

Resolution No. SM/03.2019/02
Moved Cr O'Neil
Seconded Cr McMullen
That Council close the meeting to the public at 2.59pm.
CARRIED
8/0

Cr. Flynn left the Chamber at 2.59pm, and did not return for the remainder of the meeting.

Cr. O'Neil left the Chamber at 3.04pm, and returned at 3.06pm.

Cr. Stanford left the Chamber at 3.09pm, and returned at 3.10pm.

Cr. Newman left the Chamber at 3.14pm, and returned at 3.18pm.

Cr. O'Neil left the Chamber at 4.09pm, and returned at 4.11pm.

Cr. McMullen left the Chamber at 4.11pm, and returned at 4.12pm.

Cr. McMullen left the Chamber at 4.13pm, and returned at 4.17pm.

Resolution No. SM/03.2019/03
Moved Cr O'Neil
Seconded Cr Schefe
That Council opens the meeting to the public at 4.19pm.
CARRIED
7/0
CONFIDENTIAL ITEMS
Item Number:
C.1
File Number: D19/21828
SUBJECT HEADING:
BOTTLE TREE COURT SUBDIVISION
Officer's Title:
Chief Executive Officer
Executive Summary:

Discussion and review of draft correspondence regarding Bottle Tree Court Subdivision.

Resolution No. SM/03.2019/04
Moved Cr Schefe
Seconded Cr Stanford
That Council's input be incorporated into an updated draft of the letter, and that it be presented to Council at the next General Meeting on 27 March 2019, prior to the response being forwarded.
CARRIED
7/0
Responsible Officer
Chief Executive Officer

Item Number:

C.2

File Number: D19/21837

SUBJECT HEADING:

**FLOOD MITIGATION LANDHOLDER MATTERS –
ASSESSMENT NO. 14019178**

Officer's Title:

Chief Executive Officer

Executive Summary:*Discussion and review of draft correspondence regarding Roma Flood Mitigation Stage 1 in regard to Assessment No. 14019178.***Resolution No. SM/03.2019/05****Moved Cr Newman****Seconded Cr Stanford****That Council endorse the updated correspondence.**

CARRIED

7/0

Responsible Officer**Chief Executive Officer****CLOSURE**

There being no further business, the Deputy Mayor as Acting Chair thanked Council for their attendance and declared the meeting closed at 4.20pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 27 March 2019, at the Roma Administration Centre.

.....
Mayor.

Date.

OFFICER REPORT

Meeting: General 27 March 2019

Date: 19 March 2019

Item Number: 5.1

File Number: D19/21765

SUBJECT HEADING: Revised Expenses Reimbursement Policy
(Councillors)

Classification: Open Access

Officer's Title: Lead Officer - Councillors' Support & Community
Engagement

Executive Summary:

The report seeks adoption of a revised Expenses Reimbursement Policy (Councillors), which has been updated to include Council's input from previous discussions.

Officer's Recommendation:

That Council adopt the revised Expenses Reimbursement Policy (Councillors).

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

No

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

No

Context:

Why is the matter coming before Council?

For Council to formally consider a revision of the Expenses Reimbursement Policy for Councillors, following discussions held at Council's Policy Development Workshop on Tuesday 5 March 2019. Mayor Golder did not attend the Workshop and Cr. O'Neil notified his apology for Workshop.

This matter was laid on the table at the General Meeting on 13 March 2019, and the policy has since been updated to incorporate Council's input and feedback from the previous workshop and General Meeting.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

A number of changes were discussed and proposed at the Councillor Policy Development Workshop on 5 March 2019, with attending Councillors reviewing all aspects of the Policy. Further comment was provided at the General Meeting on 13 March 2019.

This report seeks formal adoption of the updated revised Expenses Reimbursement Policy.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration?

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Division 2 Reimbursement of expenses and provision of facilities

249

(1) This division is about the expenses reimbursement policy.

(2) The expenses reimbursement policy is a policy providing for the following—

(a) payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;

(b) provision of facilities to councillors for that purpose.

250 Requirement to adopt expenses reimbursement policy or Amendment

(1) A local government must adopt an expenses reimbursement policy.

(2) A local government may, by resolution, amend its expenses reimbursement policy at any time.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

Expenses Reimbursement Policy (Councillors)

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Councillor of MRC

Chief Executive Officer

Director Corporate, Community & Commercial Services

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

No

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)?? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

Expenses incorporated in the current budget and revised annually.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)?? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Revision undertaken annually.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)

No

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Mitigated	In adopting this revised policy Council maintains its legislative requirements.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Adopt the revised policy.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That Council adopt the revised Expenses Reimbursement Policy (Councillors).

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.1 Continue to improve everything we do

5.1.3 Comply with our legal obligations.

Supporting Documentation:

1 [D](#) Revised Expenses Reimbursement Policy (Councillors) D19/22790

Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate, Community & Commercial Services

1. Purpose

The purpose of this policy is to:

- Provide authorisation for the payment of reasonable expenses incurred, or to be incurred, by Councillors, while carrying out their duties and responsibilities under the *Local Government Act 2009*.
- Ensure that Councillors are provided with the necessary facilities to carry out their Councillor duties.
- Provide accountability and transparency in the expenditure of public funds.

2. Scope

This policy applies to all Councillors of Maranoa Regional Council, and is made pursuant to Sections 249, 250 and 251 of the *Local Government Regulation 2012*.

3. Definitions

Councillors	Includes the Mayor, Deputy Mayor and all persons elected as a Councillor for the current term of Council (2016-2020).
Council Business	<p>Activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements, participate in Council events, or achieve business objectives of the Council which will result in a benefit being achieved for the local government, and the community. This includes:</p> <ul style="list-style-type: none"> • Attending or preparing for General or Special Meetings or Advisory Committees, workshops, deputations and inspections; • Advocacy to other tiers of government; • Participation in local government industry forums; • Council community engagement activities including advisory committees and town meetings; • Council Civic and Ceremonial Events; • Local government professional development opportunities and conferences; • Meetings with a resident of the local government area about matters within the jurisdiction of local government; • Council initiated festivals; • Councillor Portfolio activities; • Matters otherwise resolved by Council.
Council Civic and Ceremonial Events	<p>Events primarily for the residents of the region (where organised by Council), including:</p> <ul style="list-style-type: none"> • Anzac Day Ceremonies • Australia Day Ceremonies and/or Celebrations • Remembrance Day Ceremonies • Official Openings of Council Projects • Citizenship Ceremonies <p>Key stakeholders at these events may also include Federal and State Governments</p>

	and other funding bodies that either contribute to or govern proceedings.
Industry Events	Include but are not limited to events normally arranged by other entities, including conferences, seminars and forums, where attendance is for the benefit of attendees inside and outside the region and where individual Councillors are invited as Councillors.
Community Initiated and Arranged Events	Social events and community initiated activities where individual Councillors are invited as Councillors including but not limited to: school awards nights, dinners, sporting and recreational events, celebrations, fetes, shows and annual general meetings.
Community Engagement	<p>A planned process of communication, participation and relationship building by encouraging the community, business, State and Federal Government, and other key stakeholders to provide input into Council's determination of priorities, decisions or policies or to advocate on issues of importance to Council. This includes participating in:</p> <p>Advisory Committees, Councillor Out & About programs, Town Meetings, representation on community committees as a Council representative, project specific engagement activities.</p> <p>Refer also Council's Draft Community Engagement Framework.</p>
Expenses	<p>Payments made by Council to reimburse Councillors for their reasonable expenses incurred or to be incurred when discharging their duties as Councillors. These expenses may be either reimbursed or paid directly by Council.</p> <p>Expenses are not included in remuneration.</p>
Facilities (including Equipment & Support)	Equipment, resources and administrative support that facilitate the performance of Councillor duties.

Professional Development	<p>Encompasses all types of facilitated learning opportunities, both mandatory and discretionary.</p> <p>Mandatory Professional Development:</p> <p>Where Council resolves that all Councillors are to attend a specific course, conference, workshop or external meeting for skills development related to a Councillor's role. E.g. Councillor Induction, Legislative obligations, Code of Conduct and meeting procedures.</p> <p>Discretionary Professional Development:</p> <p>Discretionary Professional Development is considered to be Council approved training where Councillors choose to attend at his/her discretion, and identified as relevant to their role (other than mandatory training as outlined above).</p>
BYOD	<p>Bring Your Own Mobile Device (e.g. Mobile Phone, Tablet or Laptop)</p> <p>Refers to situations where individuals (e.g. Mayor / Councillors) wish to supply their own equipment / hardware to be used to access organisational data (information and systems).</p>

4. Details

4.1 KEY PRINCIPLES

This policy has been written to reflect the following key principles outlined in the *Local Government Act 2009*:

- Transparent and effective processes, and decision-making in the public interest;
- Sustainable development and management of assets and infrastructure, and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;
- Good governance of, and by, local government;
- Ethical and legal behaviour of Councillors and local government employees.

4.2 EXPENSES

4.2.1 Payment of Expenses

Expenses will be paid to a Councillor through administrative processes approved by the Chief Executive Officer (CEO), and authorised by the CEO or delegate, subject to the limits outlined in this policy.

Wherever practicable, under the direction of the CEO, Council officers will manage the payment on behalf of the Councillors.

4.2.2 Council Business

Where Councillors are attending to Council Business, Council will pay for relevant expenses associated with that activity.

4.2.3 Professional Development

Council will reimburse expenses incurred for:

- Mandatory Professional Development; and
- Discretionary Professional Development.

Council will reimburse the total costs of the course, together with reasonable travel, accommodation and meals for attendance.

Councillors are encouraged to submit their registrations in sufficient time to take advantage of any 'early bird' discounts.

Councillors will provide a report on the outcomes of any professional development or conference attendance at a Council meeting. A pro-forma template will be developed to facilitate that process.

4.2.4 Travel Costs

Councillors are entitled to be reimbursed, or Council will pay for all, reasonable travel costs when on Council Business.

In general, the most cost effective and most direct form of travel must be used. Economy class is to be used where possible, although Council may approve business class in certain circumstances. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business.

All fines incurred while travelling in either Council or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine. Toll fees will be reimbursed by Council.

Any transfer expenses associated with Councillors travelling for Council approved business will be reimbursed, (e.g. trains, taxis, buses and ferry fares).

4.2.5 Accommodation

All Councillor accommodation for official Council business will generally be booked and paid for by Council through the normal administrative processes approved by the CEO.

Alternatively, a Councillor may use a Council issued credit card subject to limits or be reimbursed upon production of receipts– e.g. in instances where a credit card is required upon registration and the Councillor doesn't have a Council card with sufficient limit.

Council will generally pay for the most economical deal available for bookings outside of the region of a three or four star rating. For accommodation within the town of Roma, Council will make available two options:

- Shared unit facility; or
- Local accommodation service provider.

Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

4.2.6 Meals

Councillors are entitled to be provided with a meal, or reimbursed for the cost of a meal when travelling or attending to Council business upon presentation of an official tax invoice, provided:

- The Councillor incurs the cost personally;
- The meal was not provided as part of registration costs of an activity, or during a funded flight;

Expenses associated with alcohol or confectionary, including minibar, will funded by the individual Councillor either through direct payment or reimbursement to Council.

4.2.7 Councillor Community Engagement (Excluding Caretaker Period)

Councillors may incur expenses for the purpose of conducting community engagement activities relevant to their portfolio or other business of Council (e.g. signs, non-election related-flyers, Council annual reports and other Council published information broadly available for the community).

Each Councillor has an allocation for conducting community engagement activities of \$3,000 per annum (any unspent funds cannot be carried forward to the subsequent financial year)

4.2.8 Additional Expenses for Mayor Hospitality

The Mayor may have occasion to incur hospitality expenses while conducting Council business apart from official civic receptions organised by Council, in particular, when entertaining dignitaries outside of official events.

The maximum amount of hospitality expenses that may be reimbursed to the Mayor in this regard is \$4,000 per annum. Notwithstanding clause 4.2.6, Mayor Hospitality pursuant to this clause may include the purchase of alcoholic beverages.

4.3 FACILITIES

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with legislative provisions, Council may only provide Councillors with the facilities listed below.

All facilities (equipment, resources, administrative support) provided to Councillors at all times must be used for Council Business in line with this policy.

In the case of equipment, it must be returned to Council when the Councillor's term expires, unless the Councillor wishes to purchase the low value item at the market value as advised by the relevant officer through the Chief Executive Officer.

4.3.1 Office Space, Access to Meeting Rooms and Office Equipment

Council provides an individual office for the Mayor, and office accommodation and access to meeting rooms for Councillors. In general, rooms provided for Councillor use will be located at Council owned or controlled premises such as regional offices, community centres or libraries.

While conducting Council business from a Council owned or controlled premises, Councillors will be provided access to or use of:

- Teleconferencing or video conference facilities (when physically available, and booked through the Elected Members Support & Community Engagement Officers)
- Photocopier/scanner, and paper shredding arranged through the Elected Members Support & Community Engagement Officers
- Stationery, including letterhead and business cards arranged through the Elected Members Support & Community Engagement Officers
- Council publications where available.

4.3.2 Diaries & Administrative Support for Diary Management - Appointments, Deputations, Meetings, Functions, Events

Scheduling of appointments, meetings and invitations will be coordinated through the Elected Members' Support and Community Engagement Officers. All invitations / requests, however received, will be recorded and managed via Microsoft Outlook, with invitation Subject Headings clearly identifying the RSVP due dates.

As soon as dates are known, the meeting, appointment or event will be recorded and invitations sent via Microsoft Outlook to all Councillors including the Mayor, or just to the Mayor where only the Mayor is invited.

To facilitate the scheduling of the diaries of all nine Councillors (including the Mayor's diary), Councillors including the Mayor are encouraged to blank out any specific times in their diaries where they are temporarily unavailable for Council business appointments to assist with the planning process.

Scheduling of appointments, meetings and functions/events will occur through 2 options.

Option 1 – Participation in Elected Member Diary Meetings – generally 9.00am - 9.45am on Workshop day preceding the Council meeting (i.e. once a fortnight)

On a Council workshop day, the Elected Members' Support Officer will meet collectively with all Councillors including the Mayor to seek to obtain:

- Guidance about preferred dates for official openings and collective community engagement initiatives;
- Advice on attendees for the various appointments, meetings and other functions/events where Council representation has been requested, RSVP's are required or other guests/visitors (e.g. Ministers or other government representatives') attendance needs to be coordinated.

The joint scheduling and central coordination of all nine electronic diaries helps to:

- Provide quick and easy visibility to identify dates and Councillors' (including the Mayor's) availability for planning purposes;
- Maximise Councillor attendance at Council initiated events;
- Maximise Councillors' attendance where possible where Council is invited to provide representation within or outside the region;
- Enable RSVP's to be efficiently responded to on behalf of Council (attendees/apologies);
- Identify early where speech notes need to be researched for the attending Councillor/Mayor;

- Ensure sufficient time is available to prepare for events including invitations / guests, ordering of plaques, catering and advertising for community participation;
- Provide a safety net (cross check) so that all nine Councillors are aware of upcoming events and have the opportunity to participate where practical and invited to do so;
- Identify instances where the Mayor is unable to attend and to facilitate the delegation of the responsibility to represent Council to another Councillor or Councillors.

An example of this is for Anzac Day ceremonies where there are multiple ceremonies across the region within a short period of time and given the distance involved it is not possible for one person to be at multiple places at the same time.

Option 2 – Response to Electronic Diary Invitations

In instances where a Councillor including the Mayor is unable or unwilling to attend the joint scheduling meeting (Option 1), then invitations to meetings, appointments or events will be electronically forwarded through Microsoft Outlook to ensure that Councillors including the Mayor are made aware of the dates and have the opportunity to participate. Councillors including the Mayor who haven't participated in the joint scheduling meeting are to respond by clicking on:

- Accept
- Tentative
- Decline

In instances where the Mayor is unable to attend a ceremonial or civic function, the reply is to confirm the delegation of the responsibility to represent Council to another Councillor. The Mayor is encouraged to delegate the responsibility to the relevant Portfolio Chair or Deputy Mayor in these circumstances where practical. Nothing in this policy is intended to preclude Portfolio Chairs or Deputy Mayor from having a role, secondary to the Mayor's representative responsibility, as discussed through the joint scheduling referred to in Option 1. Responsibility to attend a ceremonial or civic function will pass to the Deputy Mayor or Portfolio Chair:

1. In the event of the Mayor's unavailability to attend and transport dignitaries during their visit to the region; or
2. The Mayor not confirming his availability to do so at least 48 hours before the scheduled function.

It is the expectation that, given the Mayor's role in representing Council at civic or ceremonial events, a minimum of a 30 minutes to 45 minutes a fortnight will be spent in the Council's office at Roma at an agreed time and day (non-Council meeting day), to assist with advice and arrangements for upcoming events where Mayoral input is needed to progress arrangements.

To facilitate timely coordination of government, other invitees and event management tasks, it is the expectation that invitations will be responded to as early as possible, but no later than fortnightly.

To assist the Mayor in keeping track of appointments, the following week's calendar will be e-mailed to him, and printed for inclusion in the appointment tray for ease of reference at the end of each week.

A reminder will be set up in the calendar at the agreed interval for Mayor's appointments.

4.3.3 Administrative Support to Elected Members and use of Letterhead

Correspondence pertaining to a Council decision, policy or service is to be prepared and distributed solely by the relevant officer/s in accordance with the adopted Organisational Structure – this includes but is not limited to:

- Customer Requests
- Complaints
- Council Meeting Correspondence

All Customer Requests and/or Complaints are to be administered in accordance with the adopted policies and quick guides pertaining to Customer Requests and Complaints.

Administrative support and letterhead is for Council Business and is not for the purpose of communicating personal opinions, progressing personal interests or individual priorities or seeking to damage the reputation of Council, other Councillors or Council employees.

Administrative support and letterhead for elected members is provided solely for the purpose of:

- letters of support for a community groups' funding applications that increase the liveability of the region (e.g. may be signed by the Mayor or a relevant Councillor)
- invitations to individual community engagement invitations
- congratulatory or thank-you messages
- advocacy to other tiers of government for Council Business reflecting Council's position on matters.

At no time is an individual's letterhead or individual e-mail addresses to be used to speak on behalf of Council or to commit Council (or imply Council's commitment to) potential / future decisions about Council expenditure or Council policy.

4.3.4 Maintenance Costs of Council Equipment

Council will cover all ongoing maintenance costs associated with Council owned equipment to ensure it is operating for optimal professional use.

4.3.5 Insurance Cover

In accordance with Section 107 of the *Local Government Act 2009*, Council will take out professional indemnity and Workers Compensation Insurance cover for Councillors while carrying out their legislative responsibilities.

Council will pay the applicable excess (to the relevant insurer), in relation to claims made (against Council and/or a Councillor) relating to the conduct of a Councillor, who was performing their role as a Councillor (i.e. conducting official Council business).

4.3.6 Uniform

On an 'as needed' basis Council will provide Councillors with the following corporate uniform as supplied by Council's preferred supplier arrangement:

- Name Badge
- Corporate branded shirts
- Corporate branded jacket
- Personal Protective Equipment (PPE) as required in the discharge of official duties

4.4 VEHICLES

Summary (Extract from New Councillor Checklist Form)

Expenses or Facilities incurred or used by Councillors	New Councillor Checklist (Please tick to select preferred option)			
	Option 1	Option 2	Option 3	Option 4
Vehicle for Councillor's Use	Council Vehicle for Council Business Use <u>Only</u> <u>No</u> Private Use <input type="checkbox"/>	Council Vehicle – Council Business Use Purchase of <u>Limited</u> Private Use by Councillor <input type="checkbox"/> Payment by Councillor to Council of \$3,500 per annum indexed by CPI (June 2018)	Use of Private Vehicle Allowance based on kms of Council Business Use <input type="checkbox"/> 88c per km of Council business use (log book maintained and copies provided as part of the	Use of Private Vehicle Council Business Use <input type="checkbox"/> In the absence of a Log Book, the Councillor

			payment request) paid to Councillor	acknowledges that no claim for reimbursement can be made to Council for a contribution or reimbursement of expenses associated with use of a Private Vehicle for Council Business Use.
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4.4.1 Council Owned Vehicle – Option 1 or Option 2

Due to the vast area which the Maranoa Regional Council covers (58,834.5km²), and to ensure Councillors participate in Council and community events across the region, a fully serviced, Council owned vehicle will be made available to Councillors who would like to access this option. This will include the provision of a break down service and fuel card for Council business use.

Use of the vehicle is for Council business only and subject to compliance with any applicable motor vehicle policy adopted by Council adopted from time to time.

Option 2 Purchase of Limited Private Use

Councillors may enter into a private use agreement of the Council issued vehicle. The cost is determined by estimating a fair value for private use, based on the variable costs in operating a vehicle (Fuel, general and routine maintenance and tyres).

The cost of limited private use as at 25 January 2017 at the commencement of this option was \$3,500 per annum (indexed annually by CPI 30 June).

Fuel purchased outside the Maranoa Regional Council is to be covered by the Councillor if the vehicle is being used for private use.

The set private use agreement fee will be deducted automatically from the fortnightly Councillor remuneration payments.

Option 3

A Councillor may prefer to use their private vehicles.

For the purpose of this policy, Council has determined that the allowance for use of a motor vehicle will be 88c/km (subject to annual review). Any claim is to be based on log book details to substantiate the relevance of the travel for Council business.

Details of the private use should be recorded on a Councillor Expense Claim Form.

Councillor Vehicle Fleet

The type of vehicles made available to Councillors considers the large area and distances covered within the Council area, and the fact that rural roads are predominantly gravel. Night travel is also necessary for Councillors in attending to Council business.





Councillors will be provided with a 'fit for purpose' 4WD vehicle or similar vehicles considering individual location, value for money and the context of the abovementioned considerations.

4.5 ICT EQUIPMENT

4.5.1 Mobile Telephone (Calls and Data)

Summary (Extract from New Councillor Checklist Form)

Expenses or Facilities incurred or used by Councillors	New Councillor Checklist (Please tick to select preferred option)			
	Option 1	Option 2	Option 3	Option 4
Mobile Phone for Councillor's Use	<p>Council Mobile Phone / Council Number</p> <p>Calls + Data</p> <p>(includes Council secured fixed cost monthly plan for calls and data within Australia).</p> <p>Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business (Microsoft E-mail and Outlook).</p>	<p>Council Mobile Phone</p> <p>Call redirection to personal phone number</p> <p>Data and SMS available on Council phone stored with and self-managed by Councillor.</p> <p>Council will only pay for the purchase and arrange installation of and support Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business (Microsoft E-mail and Outlook).</p>	<p>Personal Mobile Phone</p> <p>Calls + Data</p> <p>Subject to enrolment of phone in Council's mobile device management platform and compliance with the BYOD (Bring your own device policy). Council will only support Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business (Microsoft E-mail and Outlook)</p> <p>SMS (Text Messages) are</p>	<p>Personal Mobile Phone</p> <p>Calls only</p> <p>Data will still be available via a Council supplied IPAD enrolled in Council's mobile device management.</p> <p>Either or both a 9.7 inch or 12.9 inch screen (noting that Council is not funding the mobile phone in this instance).</p> <p>SMS (Text Messages) are not</p>

			not to be sent via personal mobile phones to ensure compliance with the <i>Public Records Act 2002</i> .	to be sent via personal mobile phones to ensure compliance with the <i>Public Records Act 2002</i> .
				

Councillors may incur telecommunication costs while undertaking Council business. Councillors have three options:

Option 1 – Council Phone – Call & Data

The Councillors will be provided with a smart phone with a Council secured fixed cost monthly plan for calls and data within Australia (the plan administered by Council's Manager Information and Communication Technology Solutions).

Council will only purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business.

Option 2 - Council Phone – Call Redirection & Access to Data

A Councillor may wish to retain their private number and carry with them only their personal phone. In this instance, a Councillor will still be provided with a Council number from which calls can be redirected. A smart phone will still be provided to the Councillor to be able to access Council e-mails and to personally check text messages and voicemails at a time convenient to them.

Option 3 – Personal Phone - Call & Data

If a Councillor chooses to use their personally owned mobile device, and to strengthen security of Council data and systems, any device accessing Council systems or services must be enrolled in Council's Mobile Device Management (MDM) platform.

Councillors must agree to and sign the Information Technology Mobile BYOD Policy before using a private mobile device to access Council's computer network, data, systems and related services.

Important note: Even if using a personal phone for calls, only Council accounts are to be used for undertaking Council Business.

SMS (Text Messages) are not to be sent via personal mobile phones to ensure compliance with the Public Records Act 2002.

Option 4 – Personal Phone – Calls only; Data via Council IPAD

If a Councillor choose to use their personally owned mobile device, but elects not to enrol their personal device in the mobile device management platform, data will still be available to the Councillor via a Council supplied IPAD enrolled in Council's mobile device management.

Councillors choosing this option, will be provided with iPad/s with either or both of a 9.7 inch or 12.9 inch screen (the option of both is provided as Council is not funding the mobile phone in this instance).

Important note: Even if using a personal phone for calls, only Council accounts are to be used for undertaking Council Business.

SMS (Text Messages) are not to be sent via personal mobile phones to ensure compliance with the Public Records Act 2002.

4.5.2 Council E-mail Address

Summary

A number of e-mail address contacts for contacting Council to request a service or action are available on the Council website:

council@maranoa.qld.gov.au

customer.service@maranoa.qld.gov.au

As some government correspondence (e.g. from Ministers) is addressed to Council through the mayor or addressed to all Councillors, the following addresses are established and administrative support provided to assist in the management of the correspondence:

mayor@maranoa.qld.gov.au

councillors@maranoa.qld.gov.au

A copy of correspondence from customers received through the above e-mail addresses will be automatically forwarded to the Customer Request e-mail address for acknowledgement and to commence attention by the relevant department or departments.

A copy of correspondence from government or other agencies will be printed and placed in the Mayor's tray for review when he is next in the office (marked as Urgent / Non-Urgent) and forwarded to the relevant department or Councillors in the interim.

If a Councillor including the Mayor wants to be able to be individually contactable in their role as Councillor, an e-mail address incorporating the individual's name will be set up for the Councillor's use. However, it is not the intention of this policy for administrative support to be provided to an individual's e-mail address.

In the case of the Mayor, if his preference is not to monitor the individual e-mail address, then the individual address will be converted to internal use only for calendar appointments and internal communication, and the local government communication addressed to mayor@maranoa.qld.gov.au.

4.5.3 iPad for Business Use

Councillors will be provided with an IPAD for Council Business, with a training program developed to familiarise Councillors with the functionality of the device.

Councillors opting for Option 1 -3 (Section 4.5.1) will be provided with either a 9.7 inch or 12.9 inch screen.

Councillors opting for Option 4 (Section 4.5.1) will be provided with either or both a 9.7 inch or 12.9 inch screen (noting that Council is not funding the mobile phone in this instance).

Council will only pay for the purchase and installation of Software Applications or 'Apps' that are required to conduct official Councillor business. This is ordinarily Microsoft Outlook and E-mail.

5. Related Policies and Legislation

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Council Policy:

- *Bring Your Own Device Policy (BYOD) – i.e. Mobile Phone, Tablet, Laptop.*
- *Credit Card Policy*
- *Quick Guide for Councillors' Motor Vehicles (Separate Policy in Progress)*
- *Customer Service Policy and Quick Guide to Council's Customer Service Charter*
- *Complaints Management Policy (Update in Progress) and Quick Guide to Council's Complaint Management*
- *Mandatory Councillors' Code of Conduct (State Government)*

6. Associated Documents

Nil

7. Revision History

Policy Revision	Approval Date	Internal Reference
1.00		

OFFICER REPORT

Meeting: General 27 March 2019

Date: 19 March 2019

Item Number: 5.2

File Number: D19/21767

SUBJECT HEADING: Bring Your Own Device Policy

Classification: Open Access

Officer's Title: Manager - ICT Solutions

Executive Summary:

The purpose of this report is to adopt the new draft Bring Your Own (Mobile) Device Policy which will apply to Council employees, contractors and Councillors.

Officer's Recommendation:

That Council adopt the draft Bring Your Own (Mobile) Device Policy.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

The draft new Bring Your Own (Mobile) Device Policy will apply to Maranoa Regional Council employees, contractors and Councillors.

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
MDM	Mobile Device Management

Context:

Why is the matter coming before Council?

This draft new policy has been reviewed and developed through discussions held at Council's Policy Development Workshop on Tuesday 5 February 2019.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

A draft policy was presented and discussed at the Councillor Policy Development Workshop on 5 February 2019, with Councillors present reviewing all aspects of the draft new Policy.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration? (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

It is best practice to have an adopted policy to protect the security and integrity of Council's data and technology infrastructure on personal mobile devices.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

This is a new draft Bring Your Own (Mobile) Device Policy for Council's consideration.

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Councillors - Policy Development Workshop on 5 February 2019

Microsoft Intune Mobile Device Management (MDM) Platform has been trialed in partnership with two Council contractors to evaluate effectiveness of the platform.

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

N/A

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

Using existing MDM Platform.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Using existing MDM Platform.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?

(Interested Parties Analysis - IS9001:2015)

Individual Employee (where deemed appropriate), Councillor or Approved Contractor

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
The risk of not having an adopted policy	Reduced flexibility for employees, contractors and Councillors to access Council's information and resources.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

That the new draft policy be adopted.

Recommendation:

What is the 'draft decision' based on the advice to Council?

That Council adopt the new draft Bring Your Own (Mobile) Device Policy.

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

No

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.2 Embrace technology to enhance service delivery and productivity

5.2.2 Provide secure, sustainable and reliable Information & Communications Technology (ICT) infrastructure and services.

Supporting Documentation:

[1](#) Draft BYOD Policy 8 March 2019

D19/18281

Report authorised by:

Director - Corporate, Community & Commercial Services

1. Purpose

This document provides policies, standards, and rules of behaviour for the use of personally-owned smart phones and/or tablets by Council employees, Councillors or approved Contractors to access Council computer network, data, systems and related services. Access to and continued use is granted on condition that each user reads, signs, respects, and follows the Council's policies concerning the use of these facilities, resources and services.

2. Scope

This policy is intended to protect the security and integrity of Council's data and technology infrastructure on personal mobile devices. Limited exceptions to the policy may occur due to variations in devices and platforms.

3. Definitions

BYOD	Bring Your Own Device
OS	Operating System
MDM	Mobile Device Management
Jail Broken	Is a term used for modifications to the base operating system of an Apple device which opens the application and system to potential exploits
Rooted	Is a term used for modifications to the base operating system of an Android device which opens the application and system to potential exploits

4. Details

4.1 Expectation of Privacy

Council will respect the privacy of your personal device and will only require access to the device by technicians to implement security controls or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings. This differs from Council equipment and/or services, where individuals do not have the right, nor should they have the expectation, of privacy.

What Council can never see using the Mobile Device Management platform:

- Calling and web browsing history
- Email (personal) and text messages
- Contacts (personal)
- Calendar (personal)
- Passwords
- Pictures, including what's in the photos app or camera roll
- Files

What Council can always see using the Mobile Device Management platform:

- Device model, like Google Pixel
- Device manufacturer, like Microsoft
- Operating system and version, like iOS 12.0.1
- App names, like Microsoft Word: On personal devices, your organisation can only see your managed app inventory. On corporate-owned devices, your organisation can see all of your app inventory.
- Device owner
- Device name
- Device serial number
- IMEI

Limitations on what Council can see:

- Phone number: For corporate-owned devices, your full phone number can be seen. For personal-owned devices, just the last four digits of your phone number are visible to your organisation. You can see the Ownership Type for each individual device by opening that device's Device Details page.
- Device storage space: If you can't install a required app, your organisation might look at your device's storage space to figure out if space is too low.
- Location: Your organisation can never see your device's location, unless you need to recover a lost, supervised iOS device. Visit the Apple iOS documentation to learn more about supervised devices.
- App inventory: If your organisation uses Mobile Threat Defence, they will be able to view details about the apps that are on your iOS device. Find out more about Mobile Threat Defence.
- Network information: Some information about network connections for Android devices may be available to your organisation support. For example, if your organisation requires devices to remain within a certain building, your device would identify the network where it is connected.

4.2 Acceptable Use

- The Council defines acceptable business use as activities that directly or indirectly support the business of Council.
- Devices may not be used at any time to:
 - Store or transmit illicit materials
 - Store or transmit proprietary information
 - Harass others
- Employees, Councillors and approved Contractors may use their mobile device to access the following Council-owned resources:
 - Email
 - Calendars
 - Contacts
 - Documents
 - Intranet
 - Office 365 platform

4.3 Devices and Support

- The following devices are supported:
 - Apple Phone – no more than 2 versions behind current release of iOS
 - Apple Tablet – no more than 2 versions behind current release of iOS
 - Android Phone – no more than 2 versions behind current release of Android OS
 - Android Tablet – no more than 2 versions behind current release of Android OS
- Connectivity issues are supported by ICT Solutions; the individual employee, Councillor or approved contractor should contact the device manufacturer or their carrier for operating system or hardware-related issues.
- Devices must be presented to ICT Solutions for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before they can access the network.

4.4 Compliance & Security

- The mobile device must be enrolled in Council's Mobile Device Management platform.
- In order to prevent unauthorised access, devices must be pin code protected using the features of the device and a password is required to access the Council network.

- The Council's password policy is: Passwords must be at least 8 characters and a combination of upper- and lower-case letters, numbers and symbols. Passwords will be rotated every 90 days and the new password can't be one of 15 previous passwords.
- The device must lock itself with a PIN if it's idle for five minutes.
- Rooted (Android) or Jailbroken (iOS) devices are strictly forbidden from accessing the network.
- Smartphones and tablets that are not on the Council's list of supported devices are not allowed to connect to the network.
- Smartphones and tablets belonging to employees, Councillors or approved contractors that are for personal use only are not allowed to connect to the network.
- Access to Council data is limited based on user profiles defined by ICT Solutions and automatically enforced.
- The device may be remotely wiped of Council data if:
 - The device is lost or stolen.
 - Employment or engagement is terminated or a Councillor's term of office finishes.
 - ICT Solutions detects a data or policy breach, a virus or similar threat to the security of the Council's data and technology infrastructure.
- The Council reserves the right to disconnect devices from Council's network or disable Council services without notification.
- Council is not liable for any damages to your personal devices that may occur whilst performing your duties for Council.

4.5 Individual Employee, Councillor or Approved Contractor Responsibilities

- Lost or stolen devices must be reported to the Council within 24 hours. The individual is responsible for notifying their mobile carrier immediately upon loss of a device.
- The individual is expected to use his or her devices in an ethical manner at all times and adhere to the Council's acceptable use policy as outlined above.
- The individual is personally liable for all costs associated with his or her device unless reimbursement is approved through another policy of Council.
- The individual assumes full liability for risks associated with their own device including, but not limited to, the partial or complete loss of personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- It is the individual's responsibility to regularly back up private email, contacts, documents etc in the event the device is compromised in any way.

5. Enforcement

Continuation of use of Council network and access to data and systems and associated resources and services is subject to compliance with this policy. Disciplinary actions may also result for non-compliance.

6. Related Policies and Legislation

- Information Technology Organisational Acceptable Use Policy
- Information Technology Organisational Confidential Data Policy
- Information Technology Organisational Email Policy
- Information Technology Organisational Incident Response Policy
- Information Technology Organisational Mobile Device Policy
- Information Technology Organisational Network Security Policy
- Information Technology Organisational Password Policy

- Information Technology Organisational Remote Access Policy
- Employee Code of Conduct

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation:

- *Information Privacy Act 2009 and Information Privacy Regulation 2009*
- *Right to Information Act 2009 and Right to Information Regulation 2009*
- *Integrity Act 2009 and Integrity Regulation 2011*
- *Copyright Act 1968 (Cth)*
- *Crime and Corruptions Act 2001 and Crime and Corruption Regulation 2005*
- *Public Records Act 2002 and Public Records Regulation 2014*
- *Public Sector Ethics Act 1994 and Public Sector Ethics Regulation 2010*
- *Local Government Act 2009 and Local Government Regulation 2012*
- *Evidence Act 1995 (Cth)*

7. Associated Documents

- Information Management Procedure
- Information Management Policy
- IS 31 Disposal of Public Records
- Information Technology Organisational Data Classification Policy
- Information Technology Organisational Confidential Data Policy

8. User Acknowledgement and Agreement

I acknowledge, understand and will comply with the above referenced security policy and rules of behaviour, as applicable to my BYOD usage of Council services. I understand that business use may result in increases to my personal monthly service plan costs. I further understand that reimbursement of any business related data/voice plan usage of my personal device is not provided unless specifically approved under a separate policy of Council (e.g. Expenses Reimbursement Policy).

Employee's/Councillor's/Approved Contractor's Name: _____

BYOD Device(s): _____

Signature: _____ Date: _____

OFFICER REPORT

Meeting: General 27 March 2019

Date: 18 March 2019

Item Number: 11.1

File Number: D19/20955

SUBJECT HEADING: Monthly Financial Reports for the period ending 28 February 2019.

Classification: Open Access

Officer's Title: Specialist - Finance Systems Support

Executive Summary:

The purpose of this report is for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the month of February 2019 and year to date.

Officer's Recommendation:

That the financial reports for the period ending 28 February 2019 be received and noted.

Individuals or Organizations to which the report applies:

Are there any individuals or organizations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councilors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Nil

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

To comply with section 204 of the *Local Government Regulation 2012*.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report tables the Statement of Financial Position (balance sheet), Operating Statement (Revenue & Expenditure) actuals V budget for the period ended 28 February 2019.

Total operating revenue as at 28 February 2019 was \$41.4M representing 55.1% of budget with 66.67% of the year elapsed.

As mentioned in earlier reports this shortfall will be alleviated when half of the 2019/20 Federal Assistance Grants are brought forward by the Federal Government and paid to local governments in June of this financial year (as advised and consistent with previous years).

Total operating expenditure of \$48.3M was 62.2% of budget with 66.67% of the year elapsed. This is partly attributable to total employee costs being under budget as at 28 February 2019.

Total capital expenditure for the eight months ended 28 February 2019 was \$28.2M. This represents 33.2% of budget with 66.67% of the year elapsed.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration? (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councilors)

Section 204 of *the Local Government Regulation 2012* states:

204 Financial report

- (1) The local government must prepare a financial report.*
- (2) The chief executive officer must present the financial report -*
 - (a) If the local government meets less frequently than monthly - at each meeting of the local government; or*
 - (b) Otherwise - at a meeting of the local government once a month.*
- (3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.*

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (I.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Nil

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$) ? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

The purpose of this report is present the financial report on the progress that has been made in relation to Council's budget for the period 1 July 2018 to 28 February 2019.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$) ? (E.g. estimate of additional maintenance or operating costs for a new or upgraded project)

This report is for legislative and information purposes.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)

This report is for legislative and information purposes.

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does?) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Nil	Nil

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councilors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

The report is for information purposes only – it is therefore appropriate for it to be received and noted.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That the financial reports for the period ending 28 February 2019 be received and noted.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Measure and report on what we've done

2.5.2 Measure and communicate our financial performance on a monthly, quarterly and annual basis to the community and other stakeholders.

Supporting Documentation:

1	Balance sheet as at 28 February 2019	D2019/0021070
2	Total Council Actual V Budget as at 28 February 2019	D2019/0021071
3	Office of the CEO Directorate Actual V Budget as at 28 February 2019	D2019/0021072
4	Corporate, Community & Commercial Services Directorate Actual V Budget as at 28 February 2019	D2019/0021074
5	Development, Facilities & Environmental Services Directorate Actual V Budget as at 28 February 2019	D2019/0021075
6	Infrastructure Services Directorate Actual V Budget as at 28 February 2019	D2019/0021076
7	Debtors Report as at 28 February 2019	D2019/0021087

Report authorised by:

Director - Corporate, Community & Commercial Services

Chief Executive Officer



Maranoa Regional Council
Actual as at 28 February 2019

STATEMENT OF FINANCIAL POSITION

	Actual As at 28/2/2019	Actual Audited FY 30/6/2018
Current Assets		
Cash and Cash Equivalents	1,170,546	1,303,000
Investments	59,193,302	72,240,000
Trade & Other Receivables	3,205,184	8,299,000
Inventories - Realisable < 12 Months	1,792,096	1,789,000
	65,361,128	83,631,000
Non Current Assets Held For Sale	0	0
Non-current Assets		
Infrastructure Property Plant Equipment	726,084,312	732,133,000
Uncapitalised Wip - Contra Assets	64,542,993	45,710,000
	790,627,305	777,843,000
TOTAL ASSETS	855,988,433	861,474,000
Current Liabilities		
Trade & Other Payables	(1,919,005)	(10,766,000)
Short Term Provisions	(6,481,793)	(3,308,000)
Suspense	(5,066)	(145,000)
Borrowings	(1,599,613)	(1,600,000)
	(10,005,476)	(15,819,000)
Non-current Liabilities		
Long Term Provisions	(2,259,369)	(2,260,000)
Long Term Borrowings	(11,869,051)	(12,721,000)
	(14,128,419)	(14,981,000)
TOTAL LIABILITIES	(24,133,896)	(30,800,000)
NET COMMUNITY ASSETS	831,854,537	830,674,000
Community Equity		
Asset Revaluation Reserve	(283,300,640)	(283,169,000)
Accumulated Surplus	(504,649,654)	(503,601,000)
Other Reserves	(43,904,243)	(43,904,000)
TOTAL COMMUNITY EQUITY	(831,854,537)	(830,674,000)



Maranoa Regional Council
Actual vs. Budget for eight months ended
28 February 2019

TOTAL COUNCIL

	Current Budget 2018-2019	% of Year Elapsed - 66.67%		Comments
		Actual 28/2/2019	% Variance	
Operating Revenue				
Rates and levies	(33,764,586)	(16,412,767)	48.6%	
Sale of goods and major services	(2,173,513)	(2,668,774)	122.8%	Refer Infrastructure Directorate
Commercial fees and charges	(10,322,250)	(7,180,519)	69.6%	
Statutory fees and charges	(799,721)	(700,644)	87.6%	
Rental and levies	(714,952)	(442,762)	61.9%	
Interest received	(1,600,000)	(1,185,030)	74.1%	
Sales of contract & recoverable works	(84,205)	(433,607)	514.9%	Refer Infrastructure Directorate
Other Revenue	(1,806,319)	(1,066,407)	59.0%	
Reimbursements	(2,935,540)	(1,760,213)	60.0%	
Grants Subsidies Contributions	(19,763,530)	(8,633,866)	43.7%	Prepaid Federal assistance grants
Internal Transaction	(1,170,621)	(939,754)	80.3%	
Total Operating Revenue	(75,135,237)	(41,424,344)	55.1%	
Operating Expenses				
Employee Costs	36,538,894	21,286,119	58.3%	Unassigned salaries & wages liability & vacancies
Materials	29,120,286	18,657,807	64.1%	
Plant hire internal	(2,512,584)	(1,819,041)	72.4%	
Overhead recovery	(10,412,452)	(5,032,735)	48.3%	
Contracts	3,976,592	1,876,432	47.2%	
Finance Costs	753,292	412,554	54.8%	
Depreciation Amortisation & Impairment	20,081,435	12,859,345	64.0%	
Other Expenses	103,413	62,557	60.5%	
Total Operating Expenses	77,648,876	48,303,037	62.2%	
Reserve Transfers				
Transfer to reserves for operational	3,237,203	0	0.0%	
Transfer from reserves for operational	(1,740,815)	0	0.0%	
Transfer to reserves for capital	936,743	0	0.0%	
Transfer from reserves for capital	(25,669,877)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(20,723,107)	6,878,693	-33.2%	
Capital Revenues and Expenses				
Commonwealth government capital grants	(2,079,613)	(1,116,591)	53.7%	
State govt capital grants & subsidies	(18,671,662)	(3,872,404)	20.7%	
Other capital grants & subsidies	0	0	0.0%	
Developer capital contributions	(25,931,055)	(5,357,533)	20.7%	
Operating (Surplus)/Deficit After Capital Items	(67,405,437)	(3,467,835)	5.1%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(4,500,000)	0	0.0%	
Sale Proceeds - Contra Sales	(533,000)	(223,204)	41.9%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	(5,033,000)	(223,204)	4.4%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	84,762,116	28,154,035	33.2%	
Loan redemption	1,751,212	851,818	48.6%	
Total Capital Funding Applications	86,513,328	29,005,853	33.5%	



Maranoa Regional Council
Actual vs. Budget for eight months ended
28 February 2019

OFFICE OF THE CEO DIRECTORATE

	Current Budget 2018-2019	% of Year Elapsed - 66.67%		Comments
		Actual 28/2/2019	% Variance	
Operating Revenue				
Rates and levies	0	0	0.0%	
Sale of goods and major services	0	0	0.0%	
Commercial fees and charges	0	0	0.0%	
Statutory fees and charges	0	0	0.0%	
Rental and levies	0	0	0.0%	
Interest received	0	0	0.0%	
Sales of contract & recoverable works	0	0	0.0%	
Other Revenue	0	(66,564)	0.0%	LGW workcare reimbursements
Reimbursements	0	0	0.0%	
Grants Subsidies Contributions	0	(23,500)	0.0%	Grant Dept education & training refund
Internal Transaction	0	0	0.0%	
Total Operating Revenue	0	(90,064)	0.0%	
Operating Expenses				
Employee Costs	1,596,407	865,285	54.2%	Unassigned salaries & wages liability & vacancies
Materials	1,032,288	575,731	55.8%	
Plant hire internal	22,223	4,703	21.2%	
Overhead recovery	0	0	0.0%	
Contracts	0	0	0.0%	
Finance Costs	0	0	0.0%	
Depreciation Amortisation & Impairment	0	0	0.0%	
Other Expenses	0	0	0.0%	
Total Operating Expenses	2,650,918	1,445,719	54.5%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	(100,398)	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	0	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	2,550,520	1,355,654	53.2%	
Capital Revenues and Expenses				
Commonwealth government capital grants	0	0	0.0%	
State govt capital grants & subsidies	0	0	0.0%	
Other capital grants & subsidies	0	0	0.0%	
Developer capital contributions	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	2,550,520	1,355,654	53.2%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale Proceeds - Contra Sales	0	0	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	0	0	0.0%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	12,259	12,259	100.0%	
Loan redemption	0	0	0.0%	
Total Capital Funding Applications	12,259	12,259	100.0%	



Maranoa Regional Council
Actual vs. Budget for eight months ended
28 February 2019

CORPORATE, COMMUNITY & COMMERCIAL SERVICES DIRECTORATE

	Current Budget 2018-2019	% of Year Elapsed - 66.67%		Comments
		Actual 28/2/2019	% Variance	
Operating Revenue				
Rates and levies	(23,403,279)	(11,063,463)	47.3%	
Sale of goods and major services	0	0	0.0%	
Commercial fees and charges	(4,345,593)	(3,212,636)	73.9%	
Statutory fees and charges	(141,070)	(134,021)	95.0%	Annual dog registrations received
Rental and levies	0	0	0.0%	
Interest received	(1,600,000)	(1,185,030)	74.1%	
Sales of contract & recoverable works	0	0	0.0%	
Other Revenue	(250,000)	(157,240)	62.9%	
Reimbursements	0	0	0.0%	
Grants Subsidies Contributions	(13,842,969)	(5,178,847)	37.4%	
Internal Transaction	0	(82,701)	0.0%	
Total Operating Revenue	(43,582,911)	(21,013,938)	48.2%	
Operating Expenses				
Employee Costs	13,829,520	8,118,307	58.7%	Unassigned salaries & wages liability & vacancies
Materials	4,931,683	3,126,842	63.4%	
Plant hire internal	313,432	178,820	57.1%	
Overhead recovery	(10,412,452)	(5,032,735)	48.3%	
Contracts	1,482,120	1,040,169	70.2%	
Finance Costs	156,842	106,273	67.8%	
Depreciation Amortisation & Impairment	397,585	275,715	69.3%	
Other Expenses	88,077	54,151	61.5%	
Total Operating Expenses	10,786,807	7,867,543	72.9%	
Reserve Transfers				
Transfer to reserves for operational	330,404	0	0.0%	
Transfer from reserves for operational	(76,689)	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	(2,313,404)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(34,855,793)	(13,146,395)	37.7%	
Capital Revenues and Expenses				
Commonwealth government capital grants	0	0	0.0%	
State govt capital grants & subsidies	(8,573,125)	(515,013)	6.0%	
Other capital grants & subsidies	0	0	0.0%	
Developer capital contributions	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	(43,428,918)	(13,661,408)	31.5%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale Proceeds - Contra Sales	0	0	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	0	0	0.0%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	11,313,454	1,733,402	15.3%	
Loan redemption	230,907	249,500	108.1%	Redemption incorrectly charged should be part Dev Fac Env
Total Capital Funding Applications	11,544,361	1,982,902	17.2%	



Maranoa Regional Council
Actual vs. Budget for eight months ended
28 February 2019

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE

	Current Budget 2018-2019	% of Year Elapsed - 66.67%		Comments
		Actual 28/2/2019	% Variance	
Operating Revenue				
Rates and levies	(2,326,207)	(1,150,131)	49.4%	
Sale of goods and major services	0	0	0.0%	
Commercial fees and charges	(1,035,450)	(812,427)	78.5%	
Statutory fees and charges	(266,551)	(264,682)	99.3%	Annual dog registrations received
Rental and levies	(714,952)	(442,762)	61.9%	
Interest received	0	0	0.0%	
Sales of contract & recoverable works	0	0	0.0%	
Other Revenue	(133,800)	(115,683)	86.5%	
Reimbursements	(90,540)	0	0.0%	
Grants Subsidies Contributions	(899,925)	(560,675)	62.3%	
Internal Transaction	9,379	17,009	181.4%	
Total Operating Revenue	(5,458,046)	(3,329,351)	61.0%	
Operating Expenses				
Employee Costs	5,923,129	3,479,724	58.7%	Unassigned salaries & wages liability & vacancies
Materials	8,390,460	4,796,521	57.2%	
Plant hire internal	846,371	567,183	67.0%	
Overhead recovery	0	0	0.0%	
Contracts	1,175,137	698,015	59.4%	
Finance Costs	37,780	0	0.0%	
Depreciation Amortisation & Impairment	2,508,056	1,697,665	67.7%	
Other Expenses	0	0	0.0%	
Total Operating Expenses	18,880,933	11,239,108	59.5%	
Reserve Transfers				
Transfer to reserves for operational	171,449	0	0.0%	
Transfer from reserves for operational	(318,409)	0	0.0%	
Transfer to reserves for capital	69,285	0	0.0%	
Transfer from reserves for capital	(1,718,244)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	11,626,968	7,909,757	68.0%	
Capital Revenues and Expenses				
Commonwealth government capital grants	0	0	0.0%	
State govt capital grants & subsidies	0	(90,415)	0.0%	
Other capital grants & subsidies	0	0	0.0%	
Developer capital contributions	(144,285)	(287,885)	199.5%	
Operating (Surplus)/Deficit After Capital Items	11,482,683	7,531,456	65.6%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(1,500,000)	0	0.0%	
Sale Proceeds - Contra Sales	0	(223,204)	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	(1,500,000)	(223,204)	14.9%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	3,934,731	697,976	17.7%	
Loan redemption	284,018	0	0.0%	Redemption Incorrectly part charged to CCC directorate
Total Capital Funding Applications	4,218,749	697,976	16.5%	



**Actual vs. Budget for eight months ended
28 February 2019**

INFRASTRUCTURE SERVICES DIRECTORATE

	Current Budget 2018-2019	% of Year Elapsed - 66.67%		Comments
		Actual 28/2/2019	% Variance	
Operating Revenue				
Rates and levies	(8,035,100)	(4,199,173)	52.3%	Increase in Roma Quarry sales October, November, December
Sale of goods and major services	(2,173,513)	(2,668,774)	122.8%	
Commercial fees and charges	(4,941,207)	(3,155,455)	63.9%	
Statutory fees and charges	(392,100)	(301,941)	77.0%	
Rental and levies	0	0	0.0%	Recoverable works Santos
Interest received	0	0	0.0%	
Sales of contract & recoverable works	(84,205)	(433,607)	514.9%	
Other Revenue	(1,422,519)	(726,920)	51.1%	
Reimbursements	(2,845,000)	(1,760,213)	61.9%	
Grants Subsidies Contributions	(5,020,636)	(2,870,844)	57.2%	
Internal Transaction	(1,180,000)	(874,062)	74.1%	
Total Operating Revenue	(26,094,280)	(16,990,990)	65.1%	
Operating Expenses				
Employee Costs	15,189,838	8,822,803	58.1%	Unassigned salaries & wages liability & vacancies
Materials	14,765,855	10,158,713	68.8%	
Plant hire internal	(3,694,610)	(2,569,747)	69.6%	
Overhead recovery	0	0	0.0%	
Contracts	1,319,335	138,247	10.5%	
Finance Costs	558,670	306,281	54.8%	
Depreciation Amortisation & Impairment	17,175,794	10,885,965	63.4%	
Other Expenses	15,336	8,406	54.8%	
Total Operating Expenses	45,330,218	27,750,667	61.2%	
Reserve Transfers				
Transfer to reserves for operational	2,735,350	0	0.0%	
Transfer from reserves for operational	(1,245,319)	0	0.0%	
Transfer to reserves for capital	867,458	0	0.0%	
Transfer from reserves for capital	(21,638,229)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(44,802)	10,759,677	-24016.1%	
Capital Revenues and Expenses				
Commonwealth government capital grants	(2,079,613)	(1,116,591)	53.7%	
State govt capital grants & subsidies	(10,098,537)	(3,266,976)	32.4%	
Other capital grants & subsidies	0	0	0.0%	
Developer capital contributions	(25,786,770)	(5,069,647)	19.7%	
Operating (Surplus)/Deficit After Capital Items	(38,009,722)	1,306,463	-3.4%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(3,000,000)	0	0.0%	
Sale Proceeds - Contra Sales	(533,000)	0	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	(3,533,000)	0	0.0%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	69,501,672	25,710,397	37.0%	
Loan redemption	1,236,287	602,319	48.7%	
Total Capital Funding Applications	70,737,959	26,312,716	37.2%	

Outstanding Accounts

Sector	Percentage
Industrial	~65%
Commercial	~10%
Domestic	~10%
Disconnected accounts	~15%

Rates – February 2019	
No. of rate assessments	8007
No. of payment arrangements set up	149
Value of outstanding rates for which there is a payment arrangement in place	\$762,231.73
Percentage of rates arrears in payment arrangements	44.36%
No. of rate notices issued for period 1/7/18 to 31/12/18	0
Value of rate notices issued for period 1/7/18 to 31/12/18	0
Value of payments received	\$277,075.02
Value of rates outstanding - Total	\$1,718,283.44
Rates outstanding as a percentage of total annual levies	9.55%
No. of assessments with an outstanding balance	541
Documents trimmed	226
No. of searches processed	18
No. of CRs processed	158
No. of Property Transfers processed	31
Value of Rates adjustments due to changes in valuations/amalgamations/changes in services	<div>-\$31,996.79</div> <div>There was a reduction in valuation for numerous rural properties resulting from objections the landholders had lodged with DNRM</div>
Revenue collected on behalf of others	Nil
Administration of Discounts, Remissions, Concessions	Nil
Follow-up of Outstanding Rates Debts	<ul style="list-style-type: none"> • Notices of Intention to Sell have been issued to 16 land owners to commence the sale of land for rates arrears process. • Various payment arrangement were entered into.

OFFICER REPORT

Meeting: General 27 March 2019

Date: 21 March 2019

Item Number: 11.2

File Number: D19/22301

SUBJECT HEADING: Investment Report as at February 2019

Classification: Open Access

Officer's Title: Specialist - Finance Systems Support

Executive Summary:

At general meeting of 24 October 2018 Council authorised the Chief Executive Officer to enter into an agreement with Laminar Capital to rent its investment management platform known as "Treasury Direct".

This platform enables Council to manage its investments more effectively and efficiently. This program was implemented in December and went live on the 1st January 2018.

The purpose of this report is to present the Investment Report as at the month of February 2019, using the Treasury Direct platform.

Officer's Recommendation:

That the Investment report as at 28 February 2019 be received and noted.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Maranoa Regional Council

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
QTC	Queensland Treasury Corporation

Context:

Why is the matter coming before Council?

The purpose of this report is to present the Investment Report as at the month of February 2019.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council

General Meeting - 27 March 2019

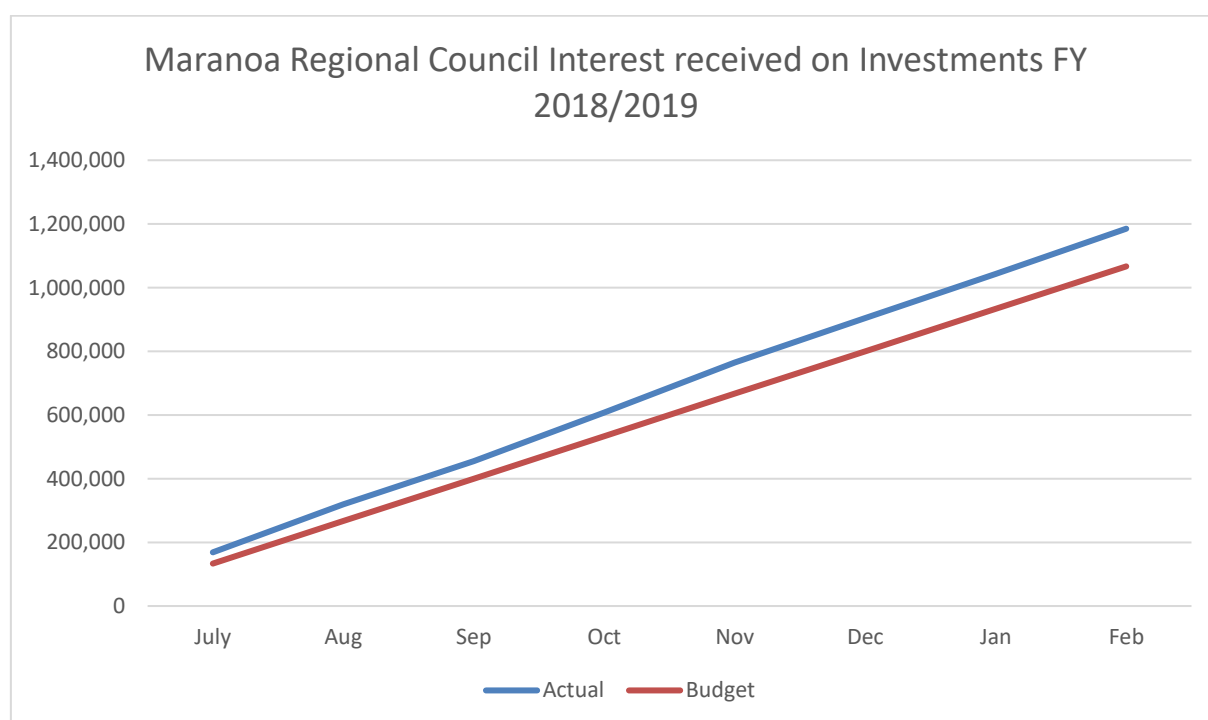
This report tables the Investment Report including the Investment Trading Limits as at 28 February 2019.

For the eight months ended 28 February 2019 actual interest earned on investments totaled \$1,185,030 which represented 74.1% of the annual budget with 66.67% of the year elapsed.

Interest revenue is over budget due to better than average rates earned on term deposits at the beginning of the year and good rates achieved from QTC in January & February.

**Total Interest
Received from
Investments**

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Actual	168,646	319,045	455,132	608,031	764,835	904,364	1,043,587	1,185,030
Budget	133,334	266,668	400,002	533,336	666,670	800,004	933,338	1,066,672



As per the Investment Trading Limits Report (attached) Council's total investment portfolio as at 28 February 2019 are in accordance with and within the investment parameters and credit requirements of in Councils adopted Investment Policy.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration? (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

For information purposes only.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

Council has adopted an Investment Policy with a contemporary approach to investment based on an assessment of market and liquidity risk within the legislative framework of the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulations 2007*.

The sections of the Investment Policy relevant to this report are the Investment Guidelines and in particular the Portfolio Investment parameters and credit requirements.

The following table shows the credit ratings and counterparty limits for Council: Short Term Rating (Standard & Poor's) or equivalent	Individual Counterparty Limit	Total Limit (Max % of Portfolio)	Maximum Funds (Any one institution)
A1+	25%-35%	100%	\$8M
A1	10%-20%	50%	\$8M
A2 – Financial Institutions only	5%-15%	30%	\$4M
A3 – Financial Institutions only	2%-7%	10%	\$4M
All other approved deposit taking institutions regulated by APRA.	\$250,000 (government guarantee only)	10%	\$250,000
QIC/QTC Pooled Cash Management Funds	100%	100%	Unlimited

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Director Corporate, Community & Commercial Services

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

Not Applicable

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)?? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

For information purposes only.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)?? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

This is a report for information purposes only.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?

(Interested Parties Analysis - IS9001:2015)

This is a report for information purposes only.

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Nil	This report is for information purposes.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

The report is for information purposes only – it is therefore appropriate for it to be received and noted.

Recommendation:

What is the 'draft decision' based on the advice to Council?

That the Investment reports for the period ending 28 February 2019 be received and noted.

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Measure and report on what we've done

2.5.2 Measure and communicate our financial performance on a monthly, quarterly and annual basis to the community and other stakeholders.

Supporting Documentation:

1	Investment Report as at 28 February 2019	D2019/0022296
2	Investment Trading Limits Report as at 28 February 2019	D2019/0022055

Report authorised by:

Director - Corporate, Community & Commercial Services



Investment Report Pack

Maranoa Regional Council

1 February 2019 to 28 February 2019



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1. Securities Held By Trading Book Maturing Post 28 February 2019

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
Maranoa Regional Council												
LC68857	28 Feb 2019	Queensland Treasury Corporation		1 Mar 2019		2.86	Nil	11am Cash	S&P AA+	20,197,548.87	20,197,548.87	20,197,548.87
LC65175	8 Mar 2018	Bananacoast Community Credit Union Ltd		7 Mar 2019	7 Mar 2019	2.70	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	256,602.06
LC65194	13 Mar 2018	Hunter United Credit Union		13 Mar 2019	13 Mar 2019	2.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	256,750.69
LC65197	14 Mar 2018	Commonwealth Bank of Australia Ltd		14 Mar 2019	14 Mar 2019	2.66	Maturity	TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,051,159.46
LC65195	14 Mar 2018	Commonwealth Bank of Australia Ltd		14 Mar 2019	14 Mar 2019	2.66	Maturity	TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,051,159.46
LC65198	29 Mar 2018	Australian Military Bank Limited		29 Mar 2019	29 Mar 2019	2.75	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	256,328.77
LC65184	6 Apr 2018	The Capricornian Limited		9 Apr 2019	9 Apr 2019	2.70	Maturity	TD	Unrated UR	250,000.00	250,000.00	256,065.75
LC65199	10 Apr 2018	Railways CU Ltd t/as myMOVE		10 Apr 2019	10 Apr 2019	2.94	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	256,524.38
LC65178	9 Oct 2018	Members Equity Bank Ltd		10 Apr 2019	10 Apr 2019	2.80	Maturity	TD	S&P ST A2	2,050,860.00	2,050,860.00	2,073,200.33
LC65179	12 Oct 2018	AMP Bank Ltd		10 Apr 2019	10 Apr 2019	2.75	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,020,945.20
LC65180	11 Oct 2018	Arab Bank Australia Ltd		16 Apr 2019	16 Apr 2019	2.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	252,684.93
LC65200	18 Apr 2018	ING Bank Australia Limited		18 Apr 2019	18 Apr 2019	2.70	Maturity	TD	S&P ST A1	2,000,000.00	2,000,000.00	2,046,750.68
LC65181	22 Oct 2018	National Australia Bank Ltd		23 Apr 2019	23 Apr 2019	2.75	Maturity	TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,019,438.36
LC63872	22 Oct 2018	Auswide Bank Limited		24 Apr 2019	24 Apr 2019	2.72	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,009,613.15
LC65201	2 May 2018	Auswide Bank Limited		2 May 2019	2 May 2019	2.80	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,023,167.12
LC65171	6 Nov 2018	Members Equity Bank Ltd		8 May 2019	8 May 2019	2.75	Maturity	TD	S&P ST A2	506,707.00	506,707.00	511,059.13
LC65202	23 May 2018	Warwick Credit Union		23 May 2019	23 May 2019	2.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	255,389.04
LC65185	23 May 2018	Maitland Mutual Building Society Ltd		28 May 2019	28 May 2019	2.80	Maturity	TD	Unrated UR	250,000.00	250,000.00	255,389.04
LC65186	31 May 2018	Defence Bank Ltd		4 Jun 2019	4 Jun 2019	2.80	Maturity	TD	S&P BBB	2,000,000.00	2,000,000.00	2,041,884.94
LC65203	3 Jul 2018	Bank of Sydney Ltd		3 Jul 2019	3 Jul 2019	2.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	254,849.32
LC65204	17 Jul 2018	QPCU LTD t/a QBANK		17 Jul 2019	17 Jul 2019	2.95	Maturity	TD	S&P ST A3	1,000,000.00	1,000,000.00	1,018,265.75
LC68858	15 Feb 2019	Police Credit Union		16 Aug 2019	16 Aug 2019	2.82	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,251.10
LC65182	22 Oct 2018	Commonwealth Bank of Australia Ltd		19 Aug 2019	19 Aug 2019	2.70	Maturity	TD	S&P ST A1+	1,000,000.00	1,000,000.00	1,009,542.47
LC65187	5 Oct 2018	National Australia Bank Ltd		8 Oct 2019	8 Oct 2019	2.70	Maturity	TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,021,600.00
LC65205	10 Oct 2018	National Australia Bank Ltd		10 Oct 2019	10 Oct 2019	2.74	Maturity	TD	S&P ST A1+	3,188,186.00	3,188,186.00	3,221,931.86
LC65183	11 Oct 2018	G&C Mutual Bank Limited		10 Oct 2019	10 Oct 2019	2.85	Maturity	TD	S&P ST A3	1,000,000.00	1,000,000.00	1,010,931.51
LC65188	12 Oct 2018	MyState Bank Ltd		14 Oct 2019	14 Oct 2019	2.80	Maturity	TD	Moody's Baa1	1,000,000.00	1,000,000.00	1,010,663.01
LC65189	12 Oct 2018	MyState Bank Ltd		15 Oct 2019	15 Oct 2019	2.80	Maturity	TD	Moody's Baa1	1,000,000.00	1,000,000.00	1,010,663.01
LC65190	12 Oct 2018	G&C Mutual Bank Limited		17 Oct 2019	17 Oct 2019	2.80	Maturity	TD	S&P BBB-	2,000,000.00	2,000,000.00	2,021,326.02
LC67141	21 Jan 2019	AMP Bank Ltd		18 Oct 2019	18 Oct 2019	2.75	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,005,726.02
LC65206	30 Oct 2018	Defence Bank Ltd		30 Oct 2019	30 Oct 2019	2.80	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,009,282.19



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1 February 2019 to 28 February 2019

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
LC68859	18 Feb 2019	AMP Bank Ltd		18 Nov 2019	18 Nov 2019	2.80	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,001,534.24
LC65193	20 Nov 2018	National Australia Bank Ltd		20 Nov 2019	20 Nov 2019	2.75	Maturity	TD	S&P ST A1+	500,000.00	500,000.00	503,767.13
LC65286	28 Nov 2018	Bank of us t/as B&E Ltd		28 Nov 2019	28 Nov 2019	3.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,890.41
LC65787	11 Dec 2018	Illawarra Credit Union Ltd		11 Dec 2019	11 Dec 2019	2.90	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,569.18
LC65992	14 Dec 2018	Defence Bank Ltd		13 Dec 2019	13 Dec 2019	2.90	Maturity	TD	S&P ST A2	500,000.00	500,000.00	503,019.18
LC67142	16 Jan 2019	MyState Bank Ltd		16 Jan 2020	16 Jan 2020	2.80	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,003,298.63
LC67159	16 Jan 2019	BankVic		16 Jan 2020	16 Jan 2020	2.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,824.66
										59,193,301.87	59,193,301.87	59,702,597.02
Total										59,193,301.87	59,193,301.87	59,702,597.02
Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.												



2. Interest and Distribution Income Received For 1 February 2019 to 28 February 2019

Security ISIN	Security	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type	Trading Book
	QTC Maranoa CF 11am Cash	IEI89666	1 Feb 2019		41,366.70	Bank Interest	Maranoa Regional Council
					41,366.70		



3. Transactions For Period 1 February 2019 to 28 February 2019

Security	Security ISIN	Deal Code	Acquisition/ Disposal	Transaction Date	Settlement Date	Face Value Original	Face Value Current	Bond Factor	Capital Price	Accrued Interest Price	Gross Price	Consideration Notional
QTC Maranoa CF 11am Cash		LC68855	Disposal	1 Feb 2019	1 Feb 2019	41,366.70	41,366.70	1.00000000	100.000	0.000	100.000	(\$41,366.70)
QTC Maranoa CF 11am Cash		LC68837	Disposal	7 Feb 2019	7 Feb 2019	600,000.00	600,000.00	1.00000000	100.000	0.000	100.000	(\$600,000.00)
QTC Maranoa CF 11am Cash		LC68838	Disposal	12 Feb 2019	12 Feb 2019	300,000.00	300,000.00	1.00000000	100.000	0.000	100.000	(\$300,000.00)
QTC Maranoa CF 11am Cash		LC68840	Disposal	14 Feb 2019	14 Feb 2019	400,000.00	400,000.00	1.00000000	100.000	0.000	100.000	(\$400,000.00)
PCUSA 2.82 16 Aug 2019 182DAY TD		LC68858	Acquisition	15 Feb 2019	15 Feb 2019	250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	250,000.00
QTC Maranoa CF 11am Cash		LC68842	Acquisition	18 Feb 2019	18 Feb 2019	300,000.00	300,000.00	1.00000000	100.000	0.000	100.000	300,000.00
AMP 2.8 18 Nov 2019 273DAY TD		LC68859	Acquisition	18 Feb 2019	18 Feb 2019	2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	2,000,000.00
QTC Maranoa CF 11am Cash		LC68843	Disposal	20 Feb 2019	20 Feb 2019	900,000.00	900,000.00	1.00000000	100.000	0.000	100.000	(\$900,000.00)
QTC Maranoa CF 11am Cash		LC68844	Disposal	21 Feb 2019	21 Feb 2019	600,000.00	600,000.00	1.00000000	100.000	0.000	100.000	(\$600,000.00)
QTC Maranoa CF 11am Cash		LC68845	Disposal	28 Feb 2019	28 Feb 2019	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	(\$1,000,000.00)
QTC Maranoa CF 11am Cash		LC68856	Acquisition	28 Feb 2019	28 Feb 2019	52,039.91	52,039.91	1.00000000	100.000	0.000	100.000	52,039.91
QTC Maranoa CF 11am Cash		LC68857	Disposal	28 Feb 2019	28 Feb 2019	2,592.11	2,592.11	1.00000000	100.000	0.000	100.000	(\$2,592.11)
												(\$1,241,918.90)



4. Interest Income Accrued As At 28 February 2019

Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC65175	BCCU 2.7 07 Mar 2019 364DAY TD	7 Mar 2019	8 Mar 2018		7 Mar 2019	357	2.7000		Maturity	250,000.00	250,000.00	250,000.00	256,602.06	6,602.05
LC65194	Hunter CU 2.8 13 Mar 2019 365DAY TD	13 Mar 2019	13 Mar 2018		13 Mar 2019	352	2.8000		Maturity	250,000.00	250,000.00	250,000.00	256,750.69	6,750.68
LC65197	CBA 2.66 14 Mar 2019 365DAY TD	14 Mar 2019	14 Mar 2018		14 Mar 2019	351	2.6600		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,051,159.46	51,159.45
LC65195	CBA 2.66 14 Mar 2019 365DAY TD	14 Mar 2019	14 Mar 2018		14 Mar 2019	351	2.6600		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,051,159.46	51,159.45
LC65198	AMB 2.75 29 Mar 2019 365DAY TD	29 Mar 2019	29 Mar 2018		29 Mar 2019	336	2.7500		Maturity	250,000.00	250,000.00	250,000.00	256,328.77	6,328.77
LC65184	CAP 2.7 09 Apr 2019 368DAY TD	9 Apr 2019	6 Apr 2018		9 Apr 2019	328	2.7000		Maturity	250,000.00	250,000.00	250,000.00	256,065.75	6,065.75
LC65199	RCU 2.94 10 Apr 2019 365DAY TD	10 Apr 2019	10 Apr 2018		10 Apr 2019	324	2.9400		Maturity	250,000.00	250,000.00	250,000.00	256,524.38	6,524.38
LC65178	ME Bank 2.8 10 Apr 2019 183DAY TD	10 Apr 2019	9 Oct 2018		10 Apr 2019	142	2.8000		Maturity	2,050,860.00	2,050,860.00	2,050,860.00	2,073,200.33	22,340.33
LC65179	AMP 2.75 10 Apr 2019 180DAY TD	10 Apr 2019	12 Oct 2018		10 Apr 2019	139	2.7500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,020,945.20	20,945.21
LC65180	ARA 2.8 16 Apr 2019 187DAY TD	16 Apr 2019	11 Oct 2018		16 Apr 2019	140	2.8000		Maturity	250,000.00	250,000.00	250,000.00	252,684.93	2,684.93
LC65200	ING 2.7 18 Apr 2019 365DAY TD	18 Apr 2019	18 Apr 2018		18 Apr 2019	316	2.7000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,046,750.68	46,750.68
LC65181	NAB 2.75 23 Apr 2019 183DAY TD	23 Apr 2019	22 Oct 2018		23 Apr 2019	129	2.7500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,019,438.36	19,438.36
LC63872	Auswide 2.72 24 Apr 2019 184DAY TD	24 Apr 2019	22 Oct 2018		24 Apr 2019	129	2.7200		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,009,613.15	9,613.15
LC65201	Auswide 2.8 02 May 2019 365DAY TD	2 May 2019	2 May 2018		2 May 2019	302	2.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,023,167.12	23,167.12
LC65171	ME Bank 2.75 06 May 2019 183DAY TD	8 May 2019	6 Nov 2018		8 May 2019	114	2.7500		Maturity	506,707.00	506,707.00	506,707.00	511,059.13	4,352.13
LC65202	Warwick CU 2.8 23 May 2019 365DAY TD	23 May 2019	23 May 2018		23 May 2019	281	2.8000		Maturity	250,000.00	250,000.00	250,000.00	255,389.04	5,389.04
LC65185	MMB 2.8 28 May 2019 370DAY TD	28 May 2019	23 May 2018		28 May 2019	281	2.8000		Maturity	250,000.00	250,000.00	250,000.00	255,389.04	5,389.04
LC65186	DFB 2.8 04 Jun 2019 369DAY TD	4 Jun 2019	31 May 2018		4 Jun 2019	273	2.8000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,041,884.94	41,884.93
LC65203	SYD 2.95 03 Jul 2019 365DAY TD	3 Jul 2019	3 Jul 2018		3 Jul 2019	240	2.9500		Maturity	250,000.00	250,000.00	250,000.00	254,849.32	4,849.32
LC65204	Qld Police 2.95 17 Jul 2019 365DAY TD	17 Jul 2019	17 Jul 2018		17 Jul 2019	226	2.9500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,018,265.75	18,265.75
LC68858	PCUSA 2.82 16 Aug 2019 182DAY TD	16 Aug 2019	15 Feb 2019		16 Aug 2019	13	2.8200		Maturity	250,000.00	250,000.00	250,000.00	250,251.10	251.10
LC65182	CBA 2.7 19 Aug 2019 301DAY TD	19 Aug 2019	22 Oct 2018		19 Aug 2019	129	2.7000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,009,542.47	9,542.47
LC65187	NAB 2.7 08 Oct 2019 368DAY TD	8 Oct 2019	5 Oct 2018		8 Oct 2019	146	2.7000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,021,600.00	21,600.00
LC65205	NAB 2.74 10 Oct 2019 365DAY TD	10 Oct 2019	10 Oct 2018		10 Oct 2019	141	2.7400		Maturity	3,188,186.00	3,188,186.00	3,188,186.00	3,221,931.86	33,745.86
LC65183	G&C MB 2.85 10 Oct 2019 364DAY TD	10 Oct 2019	11 Oct 2018		10 Oct 2019	140	2.8500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,010,931.51	10,931.51
LC65188	MYS 2.8 14 Oct 2019 367DAY TD	14 Oct 2019	12 Oct 2018		14 Oct 2019	139	2.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,010,663.01	10,663.01
LC65189	MYS 2.8 15 Oct 2019 368DAY TD	15 Oct 2019	12 Oct 2018		15 Oct 2019	139	2.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,010,663.01	10,663.01
LC65190	G&C MB 2.8 17 Oct 2019 370DAY TD	17 Oct 2019	12 Oct 2018		17 Oct 2019	139	2.8000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,021,326.02	21,326.03
LC67141	AMP 2.75 18 Oct 2019 270DAY TD	18 Oct 2019	21 Jan 2019		18 Oct 2019	38	2.7500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,005,726.02	5,726.03
LC65206	DFB 2.8 30 Oct 2019 365DAY TD	30 Oct 2019	30 Oct 2018		30 Oct 2019	121	2.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,009,282.19	9,282.19
LC68859	AMP 2.8 18 Nov 2019 273DAY TD	18 Nov 2019	18 Feb 2019		18 Nov 2019	10	2.8000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,001,534.24	1,534.25
LC65193	NAB 2.75 20 Nov 2019 365DAY TD	20 Nov 2019	20 Nov 2018		20 Nov 2019	100	2.7500		Maturity	500,000.00	500,000.00	500,000.00	503,767.13	3,767.12



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Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC65286	B&E 3 28 Nov 2019 365DAY TD	28 Nov 2019	28 Nov 2018		28 Nov 2019	92	3.0000		Maturity	250,000.00	250,000.00	250,000.00	251,890.41	1,890.41
LC65787	CACU 2.9 11 Dec 2019 365DAY TD	11 Dec 2019	11 Dec 2018		11 Dec 2019	79	2.9000		Maturity	250,000.00	250,000.00	250,000.00	251,569.18	1,569.18
LC65992	DFB 2.9 13 Dec 2019 364DAY TD	13 Dec 2019	14 Dec 2018		13 Dec 2019	76	2.9000		Maturity	500,000.00	500,000.00	500,000.00	503,019.18	3,019.18
LC67142	MYS 2.8 16 Jan 2020 365DAY TD	16 Jan 2020	16 Jan 2019		16 Jan 2020	43	2.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,298.63	3,298.63
LC67159	BVIC 2.8 16 Jan 2020 365DAY TD	16 Jan 2020	16 Jan 2019		16 Jan 2020	43	2.8000		Maturity	250,000.00	250,000.00	250,000.00	250,824.66	824.66
										38,995,753.00	38,995,753.00		39,505,048.15	509,295.16

Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists. Accrued Interest is calculated as Current Face Value x Coupon Rate (Adjusted by Franking Credit Rate) x (Days Since Prior Coupon or Issue Date / 365). The accrued interest component of the Market Value does not consider the franking credit rate and is instead based upon market prices.



5. Portfolio Valuation As At 28 February 2019

Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
11am Cash											
QTC Maranoa CF 11am Cash	S&P AA+		20,197,548.87	1.00000000	20,197,548.87	100.000	0.000	20,197,548.87	33.83%	2.86%	
			20,197,548.87		20,197,548.87			20,197,548.87	33.83%		2.86%
Term Deposit											
AMP 2.75 10 Apr 2019 180DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	1.047	2,020,945.20	3.39%	2.75%	
AMP 2.75 18 Oct 2019 270DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.286	2,005,726.02	3.36%	2.75%	
AMP 2.8 18 Nov 2019 273DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.077	2,001,534.24	3.35%	2.80%	
ARA 2.8 16 Apr 2019 187DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	1.074	252,684.93	0.42%	2.80%	
AMB 2.75 29 Mar 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	2.532	256,328.77	0.43%	2.75%	
Auswide 2.72 24 Apr 2019 184DAY TD	Moody's ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	0.961	1,009,613.15	1.69%	2.72%	
Auswide 2.8 02 May 2019 365DAY TD	Moody's ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	2.317	1,023,167.12	1.71%	2.80%	
BCCU 2.7 07 Mar 2019 364DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	2.641	256,602.06	0.43%	2.70%	
SYD 2.95 03 Jul 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	1.940	254,849.32	0.43%	2.95%	
B&E 3 28 Nov 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.756	251,890.41	0.42%	3.00%	
BVIC 2.8 16 Jan 2020 365DAY TD	Moody's ST P-2		250,000.00	1.00000000	250,000.00	100.000	0.330	250,824.66	0.42%	2.80%	
CBA 2.66 14 Mar 2019 365DAY TD	S&P ST A1+		2,000,000.00	1.00000000	2,000,000.00	100.000	2.558	2,051,159.46	3.44%	2.66%	
CBA 2.66 14 Mar 2019 365DAY TD	S&P ST A1+		2,000,000.00	1.00000000	2,000,000.00	100.000	2.558	2,051,159.46	3.44%	2.66%	
CBA 2.7 19 Aug 2019 301DAY TD	S&P ST A1+		1,000,000.00	1.00000000	1,000,000.00	100.000	0.954	1,009,542.47	1.69%	2.70%	
DFB 2.8 04 Jun 2019 369DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	2.094	2,041,884.94	3.42%	2.80%	
DFB 2.8 30 Oct 2019 365DAY TD	S&P ST A2		1,000,000.00	1.00000000	1,000,000.00	100.000	0.928	1,009,282.19	1.69%	2.80%	
DFB 2.9 13 Dec 2019 364DAY TD	S&P ST A2		500,000.00	1.00000000	500,000.00	100.000	0.604	503,019.18	0.84%	2.90%	
G&C MB 2.85 10 Oct 2019 364DAY TD	S&P ST A3		1,000,000.00	1.00000000	1,000,000.00	100.000	1.093	1,010,931.51	1.69%	2.85%	
G&C MB 2.8 17 Oct 2019 370DAY TD	S&P ST A3		2,000,000.00	1.00000000	2,000,000.00	100.000	1.066	2,021,326.02	3.39%	2.80%	
Hunter CU 2.8 13 Mar 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	2.700	256,750.69	0.43%	2.80%	
CACU 2.9 11 Dec 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.628	251,569.18	0.42%	2.90%	
ING 2.7 18 Apr 2019 365DAY TD	S&P ST A1		2,000,000.00	1.00000000	2,000,000.00	100.000	2.338	2,046,750.68	3.43%	2.70%	
MMB 2.8 28 May 2019 370DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	2.156	255,389.04	0.43%	2.80%	
ME Bank 2.8 10 Apr 2019 183DAY TD	S&P ST A2		2,050,860.00	1.00000000	2,050,860.00	100.000	1.089	2,073,200.33	3.47%	2.80%	
ME Bank 2.75 08 May 2019 183DAY TD	S&P ST A2		506,707.00	1.00000000	506,707.00	100.000	0.859	511,059.13	0.86%	2.75%	
MYS 2.8 14 Oct 2019 367DAY TD	Moody's ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	1.066	1,010,663.01	1.69%	2.80%	
MYS 2.8 15 Oct 2019 368DAY TD	Moody's ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	1.066	1,010,663.01	1.69%	2.80%	
MYS 2.8 16 Jan 2020 365DAY TD	Moody's ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	0.330	1,003,298.63	1.68%	2.80%	
NAB 2.75 23 Apr 2019 183DAY TD	S&P ST A1+		2,000,000.00	1.00000000	2,000,000.00	100.000	0.972	2,019,438.36	3.38%	2.75%	
NAB 2.7 08 Oct 2019 368DAY TD	S&P ST A1+		2,000,000.00	1.00000000	2,000,000.00	100.000	1.080	2,021,600.00	3.39%	2.70%	



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Maranoa Regional Council
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Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
NAB 2.74 10 Oct 2019 365DAY TD	S&P ST A1+		3,188,186.00	1.00000000	3,188,186.00	100.000	1.058	3,221,931.86	5.40%	2.74%	
NAB 2.75 20 Nov 2019 365DAY TD	S&P ST A1+		500,000.00	1.00000000	500,000.00	100.000	0.753	503,767.13	0.84%	2.75%	
PCUSA 2.82 16 Aug 2019 182DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.100	250,251.10	0.42%	2.82%	
Qld Police 2.95 17 Jul 2019 365DAY TD	S&P ST A3		1,000,000.00	1.00000000	1,000,000.00	100.000	1.827	1,018,265.75	1.71%	2.95%	
RCU 2.94 10 Apr 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	2.610	256,524.38	0.43%	2.94%	
CAP 2.7 09 Apr 2019 368DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	2.426	256,065.75	0.43%	2.70%	
Warwick CU 2.8 23 May 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	2.156	255,389.04	0.43%	2.80%	
			38,995,753.00		38,995,753.00			39,505,048.15	66.17%		2.77%
FI Total			59,193,301.87		59,193,301.87			59,702,597.02	100.00%		2.80%



6. Portfolio Valuation By Categories As At 28 February 2019

Short Term Issuer/Security Rating Group	Market Value	% Total Value
N/R	3,054,294.65	5.12%
A3	4,050,523.28	6.78%
A2	17,474,880.80	29.27%
A1	2,046,750.68	3.43%
A1+	12,878,598.74	21.57%
Portfolio Total	39,505,048.15	66.17%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
AA+ to AA-	20,197,548.87	33.83%
Portfolio Total	20,197,548.87	33.83%

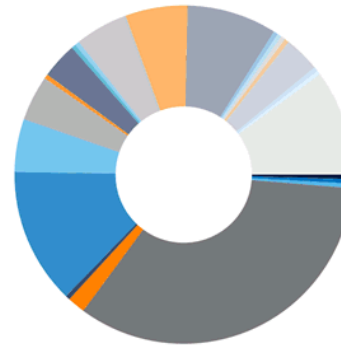
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	6,028,205.46	10.10%
Arab Bank Australia Ltd	252,684.93	0.42%
Australian Military Bank Limited	256,328.77	0.43%
Auswide Bank Limited	2,032,780.27	3.40%
Bananacoast Community Credit Union Ltd	256,602.06	0.43%
Bank of Sydney Ltd	254,849.32	0.43%
Bank of us t/as B&E Ltd	251,890.41	0.42%
BankVic	250,824.66	0.42%
Commonwealth Bank of Australia Ltd	5,111,861.39	8.56%
Defence Bank Ltd	3,554,186.31	5.95%
G&C Mutual Bank Limited	3,032,257.53	5.08%
Hunter United Credit Union	256,750.69	0.43%
Illawarra Credit Union Ltd	251,569.18	0.42%
ING Bank Australia Limited	2,046,750.68	3.43%
Maitland Mutual Building Society Ltd	255,389.04	0.43%
Members Equity Bank Ltd	2,584,259.45	4.33%
MyState Bank Ltd	3,024,624.65	5.07%
National Australia Bank Ltd	7,766,737.35	13.01%
Police Credit Union	250,251.10	0.42%
QPCU LTD t/a QBANK	1,018,265.75	1.71%
Queensland Treasury Corporation	20,197,548.87	33.83%
Railways CU Ltd t/as myMOVE	256,524.38	0.43%
The Capricornian Limited	256,065.75	0.43%
Warwick Credit Union	255,389.04	0.43%
Portfolio Total	59,702,597.02	100.00%

Market Value by Issuer





Security Type	Market Value	% Total Value
11am Cash	20,197,548.87	33.83%
Term Deposit	39,505,048.15	66.17%
Portfolio Total	59,702,597.02	100.00%

Market Value by Security Type





Term Remaining	Market Value	% Total Value
0 to < 1 Year	59,702,597.02	100.00%
Portfolio Total	59,702,597.02	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining



0 to < 1 Year



7. Performance Statistics For Period Ending 28 February 2019

Trading Book	1 Month	3 Month	12 Month	Since Inception
Maranoa Regional Council				
Portfolio Return (1)	0.20%	0.51%	2.65%	2.65%
Performance Index (2)	0.14%	0.47%	1.95%	1.93%
Excess Performance (3)	0.06%	0.04%	0.70%	0.72%

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Maranoa Regional Council	2.80



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Report Code: TEPACK020EXT-01.74
Report Description: Investment Report Pack
Parameters:
Trading Entity: Maranoa Regional Council
Trading Book: Maranoa Regional Council
Settlement Date Base
History Start Date: 1 Jan 2000
Income Expense Status: Authorised
FI Deal Status: Contract
Exclude Cash
Exclude Unallocated Cash
Exclude Negative Unit Holdings



Trading Limit Report
Maranoa Regional Council
As At 28 February 2019

1 Issuer Trading Limits

Issuer	Issuer Parent	Already Traded (with Issuer Group) Face Value	Limit For Book or Trading Notional Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AMP Bank Ltd		6,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	75.00	25.00	2,000,000	0.00	0
Arab Bank Australia Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Australian Military Bank Limited		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Auswide Bank Limited		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0
Bananacoast Community Credit Union Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Bank of Sydney Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Bank of us t/as B&E Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
BankVic		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
BankWest Ltd	Commonwealth Bank of Australia Ltd	5,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	63.00	37.00	3,000,000	0.00	0
Commonwealth Bank of Australia Ltd		5,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	63.00	37.00	3,000,000	0.00	0
Defence Bank Ltd		3,500,000.00	Book	4,000,000.00	AUD	4,000,000.00	88.00	12.00	500,000	0.00	0
G&C Mutual Bank Limited		3,000,000.00	Book	3,000,000.00	AUD	3,000,000.00	100.00	0.00	0	0.00	0
Hunter United Credit Union		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Illawarra Credit Union Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
ING Bank Australia Limited		2,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	25.00	75.00	6,000,000	0.00	0
Maitland Mutual Building Society Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Members Equity Bank Ltd		2,557,567.00	Book	4,000,000.00	AUD	4,000,000.00	64.00	36.00	1,442,433	0.00	0
MyState Bank Ltd		3,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	75.00	25.00	1,000,000	0.00	0
National Australia Bank Ltd		7,688,186.00	Book	8,000,000.00	AUD	8,000,000.00	96.00	4.00	311,814	0.00	0
Police Credit Union		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
QPCU LTD t/a QBANK		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Queensland Treasury Corporation		20,197,548.87	Book	100.00 % of 59,193,301.87		59,193,301.87	34.00	66.00	38,995,753	0.00	0
Railways CU Ltd t/as myMOVE		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
The Capricornian Limited		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Warwick Credit Union		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
		64,193,301.87				125,443,301.87			61,250,000		0
	(Excluding Parent Group Duplicates)	59,193,301.87									



2 Security Rating Group Trading Limits

Security Rating Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AA+ to AA-	20,197,548.87	Book	100.00	% of 59,193,301.87	59,193,301.87	34.00	66.00	38,995,753	0.00	0
A1+	12,688,186.00	Book	100.00	% of 59,193,301.87	59,193,301.87	21.00	79.00	46,505,116	0.00	0
A1	2,000,000.00	Book	50.00	% of 59,193,301.87	29,596,650.94	7.00	93.00	27,596,651	0.00	0
A2	17,307,567.00	Book	30.00	% of 59,193,301.87	17,757,990.56	97.00	3.00	450,424	0.00	0
A3	4,000,000.00	Book	10.00	% of 59,193,301.87	5,919,330.19	68.00	32.00	1,919,330	0.00	0
N/R	3,000,000.00	Book	10.00	% of 59,193,301.87	5,919,330.19	51.00	49.00	2,919,330	0.00	0
	59,193,301.87				177,579,905.61			118,386,604		0

Notes

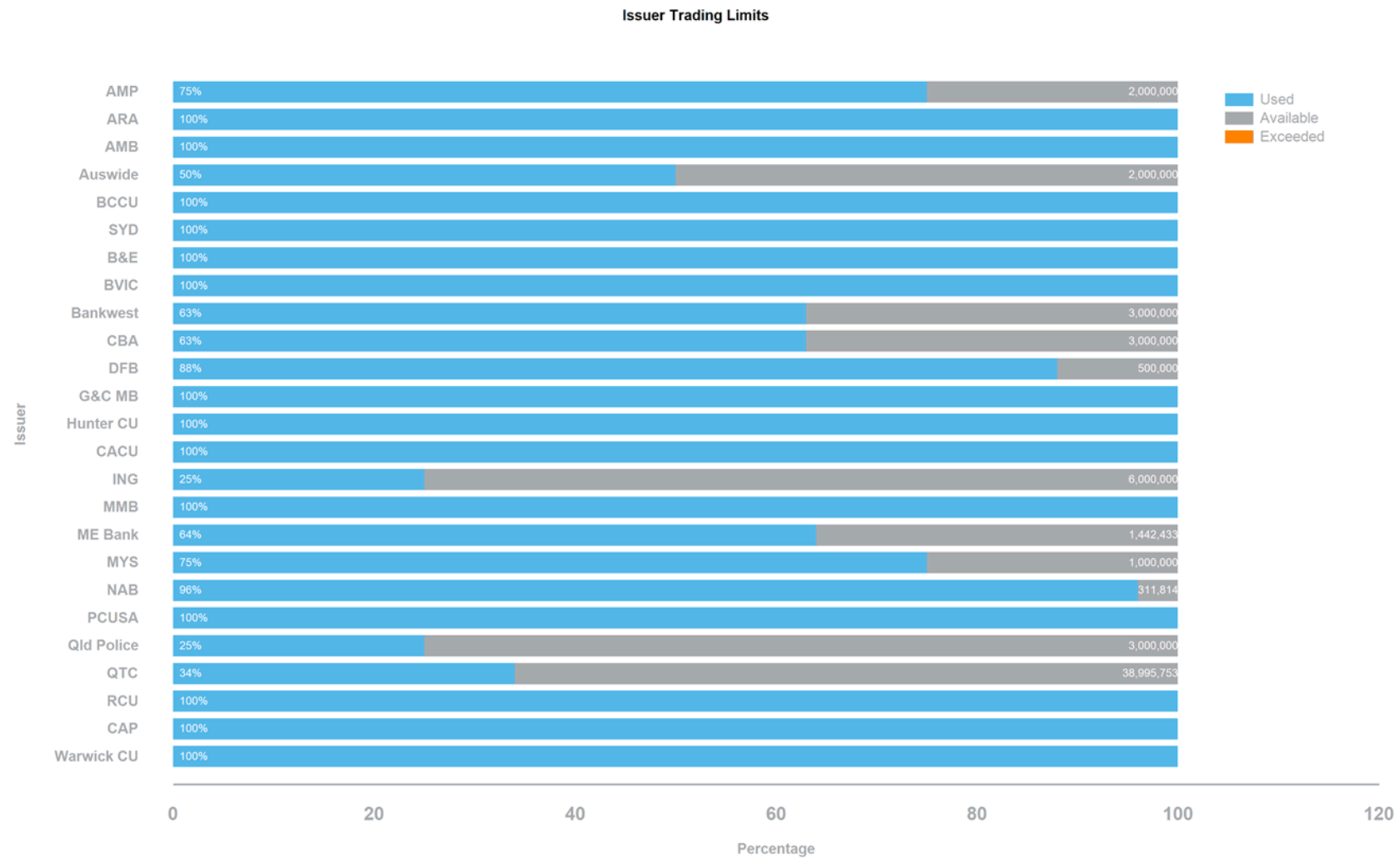
1. In instances where long securities have a term remaining which is less than 365 days, the issuer's short term rating is used instead of the security's (presumably long term) rating.

3 Term Group Trading Limits

Term Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
0-1 Year	59,193,301.87	Book	100.00	% of 59,193,301.87	59,193,301.87	100.00	0.00	0	0.00	0
	59,193,301.87				59,193,301.87			0		0



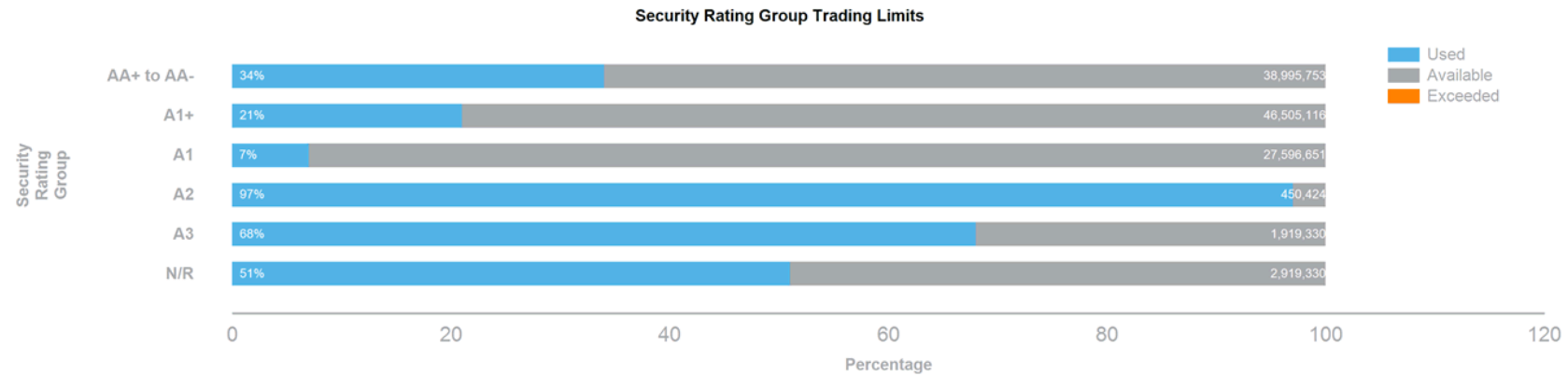
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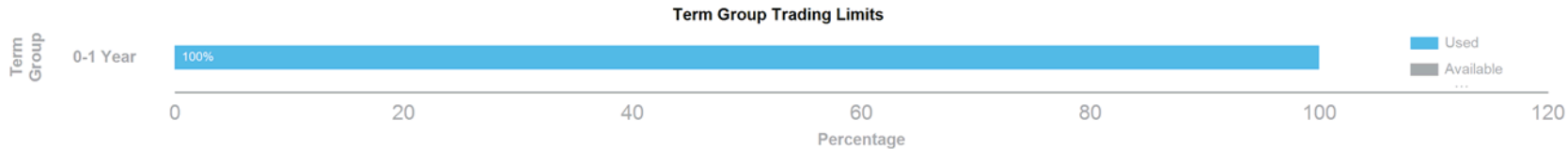


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Report Code: TBSBP120EXT-01.08
Report Description: Trading Limit Performance (Historical) As At Date
Parameters:
Balances are Settlement Date Based
Traded Face Value

OFFICER REPORT

Meeting: General 27 March 2019

Date: 18 March 2019

Item Number: 12.1

File Number: D19/21056

SUBJECT HEADING: AAPA - 2019 State Industry Awards Nominations

Classification: Open Access

Officer's Title: Manager – Program & Contract Management

Executive Summary:

Nominations are now open for the AAPA - 2019 State Industry Awards.

The recently completed Roma Airport Runway Upgrade Project has been identified as demonstrating the criteria for the Outstanding Project Award. Principal Contractor Fulton Hogan Industries Pty Ltd have provided their endorsement for a joint submission.

Officer's Recommendation:

That Council endorse a joint submission with Fulton Hogan Industries Pty Ltd for the nomination of the Roma Airport Runway Upgrade Project for the AAPA – 2019 State Industry Awards – Outstanding Project Award.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Fulton Hogan Industries Pty Ltd

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
AAPA	Australian Asphalt Pavement Association

Context:

Why is the matter coming before Council?

To seek Council's endorsement to nominate the recently completed Roma Airport Runway Upgrade Project for the 2019 AAPA Industry Awards for the category - Outstanding Project Award.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Nominations are now open for the AAPA - 2019 State Industry Awards for projects demonstrating the following criteria:

- Excellence and outstanding quality outcomes in the delivery of a flexible pavement or associated project in Australia.
- Excellence and quality outcomes achieved for the client
- Developed and/or delivered improvements in design, processes, systems, software and/or products utilised
- Positive interaction with the client and/or the community and on-site team to ensure on time and on budget delivery of the project/outcome
- Notable and demonstrated benefits for the client/community resulting from the delivered project
- This nomination will require a referee to endorse the outcomes addressed as part of the criteria

The Roma Airport Runway Upgrade Project meets the above criteria and Principal Contract Fulton Hogan Industries Pty Ltd have provided their endorsement for a joint submission.

A request for quote has been obtained for an external supplier to assist with the preparation of the submission. The supplier has previous experience with preparing submissions for AAPA Award entries and in particular for Fulton Hogan Industries Pty Ltd. Fulton Hogan Industries Pty Ltd have agreed to cover this cost of approximately \$1,930.

The nomination has the potential to showcase the Roma Airport and the Maranoa Region which will contribute to the attraction of visitors to the region and demonstration of excellence in delivery and partnership with industry.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration?

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Not applicable

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?

(Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Justin Cross, Fulton Hogan Industries Pty Ltd agreed with the nomination of a joint submission with Council and will pay all costs for preparation of the submission.

Ben Stewart – Manager Airports

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

Nil

Fulton Hogan Industries Pty Ltd - Principal contractor for the project have agreed to fully fund the costs incurred for the preparation of the nomination.

Council Officers will be required to supply information for the nomination however these costs have been covered in operational budget.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Nil

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)

Principal Contractor – Fulton Hogan Industries Pty Ltd

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
<Insert Risk>	<Provide details>

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Support the joint submission of the Roma Airport Runway Upgrade for the AAPA – 2019 State Industry Awards – Outstanding Project Award nomination.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy?

If so, for what reason?

That Council endorse a joint submission with Fulton Hogan Industries Pty Ltd for the nomination of the Roma Airport Runway Upgrade Project for the AAPA – 2019 State Industry Awards – Outstanding Project Award.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Provide airports that contribute to economic and community development of the region

4.4.16 Assist in identifying and implementing marketing and promotional activities for the Roma Airport.

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

OFFICER REPORT

Meeting: General 27 March 2019

Date: 19 March 2019

Item Number: 12.2

File Number: D19/21690

SUBJECT HEADING: Asset Management Plan - Water Network,
Revision 2 - March 2019

Classification: Open Access

Officer's Title: Manager - Water, Sewerage & Gas

Executive Summary:

Council is responsible for the management of 264.762 kilometres of water main and associated infrastructure with a replacement value of \$76,774,265. The development of a 10 year asset management plan provides direction and aids in ensuring that services are provided in a financially sustainable manner.

This revision provides more accurate renewal data and updates the capital upgrades required. It also incorporates the Bore Replacement Strategy and Fire Capacity Shortfall exercise recently completed.

Officer's Recommendation:

That Council;

1. Receive the Water Network Asset Management Plan (AMP) Rev 2 as presented;
2. Endorse the Water Network AMP for inclusion in the Local Government Infrastructure Planning documentation; and
3. Consider the Water Network AMP in parallel with budget preparation.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

The AMP addresses issues that affect all of the communities that have water supply networks.

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
AMP	Asset Management Plan

Context:

Why is the matter coming before Council?

The AMP provides direction for the water network for the next 10 years including the costs associated with this. The contents and costs need to be endorsed by Council to allow them to be considered in future budget preparations.

Copies of the draft plan will be provided under separate cover.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council endorsed the previous version of this AMP on 3 February 2018.
GM/02.2019/59.

In this review, the following items were addressed:

- Update of projects to reflect projects put forward for external funding
- Update of renewals in preparation of budget recommendations for next financial year.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration?

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

N/A

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

Council has an Asset Management Policy and this AMP falls under that policy.

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?

(Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Team Leaders WSG – input was sought from all of the Team Leaders WSG on Bore Replacement Strategy and the firefighting capacity shortfall exercise. They provided useful input that was incorporated into the final reports.

Lead Infrastructure Program Funding, Budget Coordination Officer – reviewed the AMP and the workings for the financials. Comments received were addressed.

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

The AMP identifies that the ten year program cannot be achieved without external funding unless the water charges are increased significantly.

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$) ? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

N/A

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$) ? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

The AMP feeds directly into the budget preparation process and will be referred to for maintenance and operational costs as well as identifying upgrades and renewals in this and future budget preparation exercises.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)

The Queensland Fire and Emergency Services would be interested in the firefighting capacity shortfall exercise. This addresses current gaps in the hydrant coverage and the ability to provide fire fighting capacity.

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Council not endorsing AMP revision	The budget preparation will be carried out with costings that are out of date and could lead to insufficient budgets being approved to carry out necessary works.
Bore Replacement strategy is not approved	The operational activities identified to check bore condition may not proceed and there would be no allowance for the activities identified to reduce this risk.
Firefighting capacity shortfall exercise is not approved	Potential risks with inadequate firefighting capacity will continue.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

This AMP is an accurate reflection of the requirements at this time with the information to hand. Funding will be an issue and this is acknowledged in the AMP, but the required budgets need to be highlighted in order to work towards the optimum

solution. Council should therefore endorse this AMP to allow planning to proceed towards implementing it.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That Council;

1. Receive the Water Network Asset Management Plan (AMP) Rev 2 as presented;
2. Endorse the Water Network AMP for inclusion in the Local Government Infrastructure Planning documentation; and
3. Consider the Water Network AMP in parallel with budget preparation.

Note the changes to the AMP are minor and full copies of the AMP document will not be handed out to the meeting again. A few bound copies will be provided for perusal. The document can be found on HPE reference D19/21755. Should Councillors require a copy of this document these will be supplied as requested.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Supply water to our towns

1.1.5 Monitor the condition of the water network, plan and undertake maintenance, renewal and upgrade works through the 10 year asset management plan and annual budget process.

Supporting Documentation:

Nil.

Report authorised by:

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

OFFICER REPORT

Meeting: General 27 March 2019

Date: 20 March 2019

Item Number: 12.3

File Number: D19/21903

SUBJECT HEADING: Roma Cemetery Perimeter Fence Project Update

Classification: Open Access

Officer's Title: Manager – Program & Contract Management

Executive Summary:

Council requested the project scope be presented at a future Council meeting prior to works commencing. This report presents Council with an update on recent project activities and proposed project scope.

Officer's Recommendation:

That Council:

1. Endorse the scope of Stage 2 & 3 of the Roma Cemetery Fencing Project to include the replacement of approximately 247m of the existing timber fence from the main brick entrance on Lewis St to the Newbon St intersection with the 1000mm high PVC homestead picket fencing;
2. Carry forward the 2018/19 budget allocation for Stage 2 to 2019/20 to enable Stage 2 & Stage 3 to be delivered concurrently as a single project;
3. Subject to the final approval of W4Q funding for Stage 3, the works be programmed for Quarter 1 of the 2019/20 financial year.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

No

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
W4Q	Works for Queensland

Context:

Why is the matter coming before Council?

A budget amount of \$35,000 was included in Council's Capital Works Program for 2018/19 to replace another stage of the Roma Cemetery (Lewis St) perimeter fence. GM/11.2018/113 resolved that the scope of the project must be again presented at a Council meeting prior to works commencing.

The following report presents Council with an update on recent project activities and opportunities regarding the project scope.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The scope of the Project has been broken down as follows:



Stage 1

The first stage of the Roma Cemetery Fence replacement project was approved in the 2017/18 budget deliberations. A budget amount of \$35,000 was included into Council's Capital Works Program to replace the timber fencing around the Roma Cemetery Fencing. The scope was presented to Council for endorsement before the commencement of the Stage 1 works.

Resolution No. GM/08.2018/27

That Council endorse the scope of the Roma Cemetery Fencing Project to include the replacement of the following sections, approximately 143m in length, with 1,000mm high PVC picket fence:

- *Chrystal Street – existing timber section spanning approximately 100m east from the intersection with Lewis Street South; and*
- *Lewis Street South – from the main brick entrance to the intersection with Chrystal Street.*

The Stage 1 works were completed in November 2018.

Stage 2

Following the completion of Stage 1, an additional budget amount of \$35,000 was included in Council's Capital Works Program for 2018/19 to replace another section of the Roma Cemetery perimeter fence. This was endorsed through GM/11.2018/113 (refer below).

That:

1. *Council approve the allocation of \$35,000 for the replacement of another stage of the Roma Cemetery (Lewis Street) perimeter fence.*
2. *A new Work Order be created with the remaining funds (Approximately \$5,000) from stage one (1) of the project carried over to the new work order with the remainder funded by a transfer from the Corporate Overhead Reserve GL-9006.9612.9615.*
3. *The scope of the project be again presented at a Council meeting prior to works commencing.*

Stage 3

Stage 3 of the Roma Cemetery Fencing Project has been included in Council's application to W4Q. This was endorsed through **GM/02.2019/114** (refer below).

1. *Prioritise and submit the following list of projects under the 2019-21 Queensland Government's Works for Queensland program:*

<i>Project</i>	<i>Cost</i>
<i>Footpath upgrade Ivan St, Surat \$</i>	<i>\$22,000</i>
<i>Internal road Roma Touch Fields</i>	<i>\$150,000</i>
<i>Roma Cemetery Fencing Stage 3</i>	<i>\$35,000</i>

Maranoa Regional Council

General Meeting - 27 March 2019

<i>Wall of Remembrance (ash wall) Yuleba</i>	<i>\$25,000</i>
<i>Wall of Remembrance (ash wall) Injune</i>	<i>\$25,000</i>
<i>New Toilet at the Cemetery in Mitchell</i>	<i>\$35,000</i>
<i>Surat Pool Amenities Roof</i>	<i>\$40,000</i>
<i>Injune Footpath- retirement village to Third Ave</i>	<i>\$168,000</i>
<i>Regional water project – firefighting capacity upgrade</i>	<i>\$200,000</i>
<i>Roma Water Projects</i>	
<i>Delivery main bore 17 to Currey St reservoirs</i>	<i>\$600,000</i>
<i>Meter connections in Roma</i>	<i>\$80,000</i>
<i>Total</i>	<i>\$1,380,000</i>

2. Authorise the Chief Executive Officer to sign any applicable agreements.

Preliminary budget estimates indicate that supply of the Homestead PVC fencing to complete Stages 2 & 3 of this project is approximately \$25,000.

Stage 1 of the project was delivered by the Council Construction Team Urban / Specialty Works; however, due to competing project demands on this team, it is expected that the Stage 2 & 3 works will be contracted to external suppliers.

Concrete Maintenance Strip

The option to include a concrete maintenance strip was investigated in detail prior to the commencement of the Stage 1 works. For the remaining stages – Stage 2 and 3 - it would not be recommended to include a concrete strip as part of the project scope. There is a number of reasons for this, including:

Fit For Purpose - research indicates that maintenance strips are generally used beneath fences that touch ground level along the length of the fence, e.g. chainwire fences where maintenance strips are used to prevent grass getting trapped within the wire, or solid fencing (e.g. colourbond fencing) to prevent paint damage.

Maintenance - The Cemetery maintenance staff were a key consultation party as part of the Stage 1 works. Based on the feedback, the PVC fencing installed under Stage 1 was installed high enough off the ground for a whipper-snipper to run directly underneath the fenceline. This mitigated the risk that grass directly underneath would be able to grow up & become entangled in the picket fence.

The maintenance team are also currently able to complete one pass up the fence with the whipper-snipper, whereas installation of a maintenance strip would require two passes, one up each side.

Capital Cost – Whilst the exact costs would depend on the rates received under the request for quotation, it is estimated that a concrete maintenance strip for Stage 2 & 3 works would add an additional \$20,000 - \$25,000 to the cost of the works.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under

consideration? (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Nil

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

There is currently no formally adopted Asset Management Plans for cemeteries.

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the

funding body, any dates of critical importance or updates or approvals required)

Project Officer – Program & Contract Management (drafted officers report)

Coordinator - Regional Grants & Council Events Development

Manager - Communication, Information & Administration Services

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

Stage 3 of the Project is proposed to be funded under W4Q funding. It is important to note that funding under this latest round of W4Q would not become available until after 1 July 2019.

Local Government recipients will be required to acquit funds in accordance with the Funding Deed of Agreement. Acquittal involves verifying funds were expended in accordance with the 2019-21 W4Q Guidelines and the Funding Deed of Agreement, including validation of jobs sustained or created.

The Final Certificate Form for funds provided under the 2019-21 W4Q and any supporting documents must be provided to the Department within thirty (30) days of the Funding Period End Date. As per clause 4.1.32 of the Funding Deed of Agreement unspent funding must be returned to the Department.

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

\$35,000 has been included in this year's budget as per GM/11.2018/113.

It is recommended that this budget be carried over to 2019/20 to allow both Stage 2 & Stage 3 works (expected to be funded under W4Q) to be completed as one package.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Council has put Stage 3 of the Project up for W4Q funding. The W4Q funding period is from 1 July 2019 – 31 June 2021. As stated above, it is recommended that the

current year financial budget is carried over to allow Stage 2 & 3 Works to be completed as one package.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?

(Interested Parties Analysis - IS9001:2015)

No

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
-	-

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Council should proceed with the completion of Stage 2 & 3 as one package, following the approval and release of W4Q funding in Q1 2019/20.

Noting the above information regarding the maintenance strip, it is not recommended that Council proceed with the installation of a maintenance strip for the Stage 2 and 3 work, nor retrofit the Stage 1 works with a concrete maintenance strip.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That Council:

1. Endorse the scope of Stage 2 & 3 of the Roma Cemetery Fencing Project to include the replacement of approximately 247m of the existing timber fence from the main brick entrance on Lewis St to the Newbon St intersection with the 1000mm high PVC homestead picket fencing;
2. Carry forward the 2018/19 budget allocation for Stage 2 to 2019/20 to enable Stage 2 & Stage 3 to be delivered concurrently as a single project;
3. Subject to the final approval of W4Q funding for Stage 3, the works be programmed for Quarter 1 of the 2019/20 financial year.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.6 Provide cemeteries

1.6.4 Consider fencing as an important feature of most cemeteries.

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

OFFICER REPORT**Meeting:** General 27 March 2019**Date:** 1 March 2019**Item Number:** 13.1**File Number:** D19/15607**SUBJECT HEADING:** Adoption of the Yuleba Cobb & Co Park Master Plan**Classification:** Open Access**Officer's Title:** Project Officer - Program & Contract Management

Executive Summary:

Council have received the final draft of the Yuleba Cobb & Co Park Master Plan. This Plan has been through two rounds of community consultation, with a period of online feedback. Changes have been incorporated throughout the Plan that reflect the comments received from stakeholders, including community members and Council staff. The community response to this Master Plan have been largely positive. It is recommended that Council receive and adopt this Master Plan.

Officer's Recommendation:

That Council:

1. Receive and adopt the final draft of the Yuleba Cobb & Co Park Master Plan, subject to a feasibility study for the re-erection of the Yuleba Fire Tower and the Yuleba Fire Tower Interpretative Centre.
 2. Include the preparation of the Yuleba Fire Tower Feasibility Study as part of the 2019/20 budget deliberations.
-

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Not at this stage.

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
BCA	Building Code of Australia
MAK Planning	MAK Planning & Design, the company engaged to complete the Master Plan
TMR	Department of Transport & Main Roads

YDG

Yuleba Development Group

Context:

Why is the matter coming before Council?

Council have received the final draft of the Yuleba Cobb & Co Park Master Plan. This Master Plan has been developed based on two rounds of consultation with the Yuleba community, including representatives from the Yuleba Development Group, and incorporates internal Council feedback.

The Master Plan provides a long-term vision for the Cobb & Co Park, identifying what it should look like and how it will function into the future. The Master Plan is intended to provide Council and the Yuleba Community a conceptual design framework and consistent direction for the future enhancement of the Park. A Master Plan avoids ad hoc development that may result in a sub-optimal outcome.

The Master Plan describes a number of key elements which will be the focus of the Park, including the Yuleba Forestry Fire Tower & Interpretive Centre, Yuleba Water Tower, existing Cobb & Co Interpretive Wall, and two display sheds to house the restored Yuleba Bush Fire Truck and a Cobb & Co Stage Coach (original or replica). The Plan also allows for short stay camping, formal car parking, picnic shelters, and footpaths throughout the site. Power & water to camping sites, an amenities block and waste dump-point are included within the Plan; however, it is not necessary to immediately include these elements.

The Plan also allows for a number of displays, including local history stories of the Cobb & Co, pack horse runs, railway, agriculture and gas, and the Cyprus Pine sawmills. The Plan is non-specific in its description or locations of the various displays, which allows for community ideas about how each display will be presented to be developed over time and different experiences.

The Master Plan is located on four property lots, three of which are owned by Council. The fourth, and largest lot is owned and controlled by the State (Queensland Rail). It is noted within the Plan that it is not Council's intention to carry out any physical works without either the permission of Queensland Rail, or Council's purchase of the land.

The construction elements of the Master Plan have been costed by a quantity surveyor, to give Council confidence in the overall capital cost associated with the Park. The elements of the Master Plan can be implemented over time, as funds become available, either through Council budgets or grants. The management of the Park, including costs associated with operations and maintenance are outside the scope of the Master Plan.

There are a 5 recommendations within the Master Plan to continue the planning of the Park, including:

1. Present the master plan to Maranoa Regional Council¹ for endorsement of the master plan but subject to a feasibility study (Recommendation #2) that provides the detail and quantifies the financial commitment for Council over the next decade.

2. Undertake a feasibility study for the re-erection of the Yuleba Fire Tower and the Yuleba Fire Tower Interpretative Centre with a particular focus on:
 - a. management—the responsible entity and entity structure; insurances
 - b. financial—revenue and expense projections for ten years
 - c. operation—including crowd control, camper control, facility opening times etc
 - d. information technology—engage with specialists to design the information technology architecture for the
 - e. interpretative centre, its operation, cost and maintenance requirements
 - f. emergency—including responding to medical and other emergencies, particularly on the tower
 - g. maintenance—including roles and responsibilities between MRC and the Yuleba Development Group
 - h. personnel—including who will staff the facility, staff training, safety of staff, communication
 - i. marketing—promotion of the facility to potential visitors across all platforms
 - j. visitor experience—audio visual production, information displays, historical research
 - k. security—including staff security, handling and transport of cash and after-hours facility security.
3. Obtain final engineering drawings and costings for the erection of the fire tower from the appointed contractor.
4. Finalise the purchase of the required land from Queensland Railways and consider road closures if required.
5. Subject to a successful feasibility study:
 - a. develop a facility management plan that includes an asset maintenance plan with a 10-year forward financial projection that can be used for budgeting purposes.
 - b. the Yuleba Development Group needs to develop a draft Cobb & Co Park management plan that considers
 - c. staffing and day-to-day operational issues for the fire tower and interpretative centre.
 - d. undertake the detailed design of elements (e.g. gardens, interpretative centre, display shed) before construction is commenced.
 - e. seek grant funds to construct various elements of the master plan.
 - f. reuse the original fire tower's timber legs in Cobb & Co Park. When milled, the timber might be suitable for
 - g. furniture, signage and decorative elements within the Yuleba Fire Tower Interpretative Centre.
 - h. engage a historian to research the topics for use in the Yuleba Fire Tower Interpretative Centre.

The Feasibility Study will provide Council with detailed information and costing about a variety of areas associated with the re-erection of the Fire Tower and Fire Tower Interpretative Centre. It should focus on management, operations, maintenance, information technology and visitor experience at a minimum.

It is recommended that Council receive and adopt the Yuleba Cobb & Co Master Plan, subject to a feasibility study for the re-erection of the Yuleba Fire Tower and the Yuleba Fire Tower Interpretative Centre.

As noted in the previous Officer's Report on the Wallumbilla Calico Cottage & Heritage Precinct Master Plan, recommendations regarding future year budget inclusions will be presented to Council through the budget deliberation process by the Economic & Community Development department.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In June 2018, Council, through the Economic & Community Development Department, commissioned MAK Planning to undertake the Master Planning process for the Yuleba Cobb & Co Park.

Initial community consultations were held with stakeholders including internal Council staff, the Yuleba Development Group and Yuleba community in August 2018. Comments from these meetings were provided to Council at the General Meeting, 12 December 2018.

Resolution No. GM/12.2018/53

That Council:

- 1. Receive the first draft of the Yuleba Cobb & Co Park Master Plan.***
- 2. Seek quantity surveyor costings for the different elements of the design.***
- 3. Undertake community consultation to finalise the design, with the final plan to be brought back to Council for final approval.***

The updated Master Plan Report based on Councillor comments at the 12 December meeting were presented back to Council at the General Meeting, 27 February 2019. The updated Master Plan Report included the initial draft costings for the Park.

Resolution No. GM/02.2019/96

That Council:

- 1. Receive the first draft of the Wallumbilla Calico Cottage & Heritage Precinct Master Plan Report, including the second draft of the Wallumbilla Council facility architectural design.***
- 2. Receive the second draft of the Yuleba Cobb & Co Park Master Plan Report.***
- 3. Proceed with community consultation on 4 March 2019 to finalise each Master Plan, with the final plans to be brought back to Council for adoption.***

A final community consultation session was held with the Yuleba community, including representatives from the Yuleba Development Group on 4 March 2019.

Comments from the 4 March consultation session have been incorporated into the final Master Plan report, and are summarised below

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration?

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

N/A at this stage.

Building code of Australia requirements will need to be adhered to throughout the detailed design of the Yuleba Forestry Fire Tower & Interpretive Centre.

It is likely that there will be other regulatory requirements which are identified in further planning stages of this project.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

N/A at this stage.

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?

(Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Summary of comments: Yuleba Community Consultation Meeting 4 March:

- The 8 community members present at the meeting were happy with the direction of the Master Plan
- These community members requested that the camping be relocated off the highway frontage to reduce the noise for campers, and suggested noise treatment or planting along the highway
 - This suggestion has been incorporated.
- Advised there is no need for power to camp sites.
 - Power has been retained in the Master Plan, as it is an overall, future-proofed plan for the direction of the site. There is no requirement to implement the power to campsites during the Park's construction
- A community member asked whether it had been considered to move the fire tower to land on Garden Street, where there are currently two (vacant) Council houses. This would link the fire tower with the existing Garth Cox Park, War Memorial and Memorial Hall. This suggestion was not shared by the other community members present at the meeting.
- The issue of truck parking was also raised. Trucks currently use the site to park overnight & access community facilities, including the shop and hotel. This area is not a designated truck stop, and there are two designated truck stops along the Warrego Highway to the East & West of Yuleba township.
 - This issue has been noted within the Master Plan, but may need further investigation outside of the scope of the Master Plan.

These comments have also been summarised within the attached Master Plan Report & incorporated into the associated drawings.

Further feedback opportunities were available to the community via feedback forms located on the Council website, or through the Yuleba Services Centre. Regular Facebook and email reminders occurred during the two week period; seven responses were received, the majority of which were positive. The summary of responses has been attached to this Report.

It is expected that the Yuleba Development Group members will formally endorse the Yuleba Cobb & Co Park Master Plan at the YDG meeting on 2 April 2019.

A copy of the second draft of the Yuleba Master Plan was provided to TMR via email on 22 February 2019, with three follow up emails sent. To date, no response has been received.

Council Staff have been consulted including:

- Team Leader, Towns & Surrounds (Yuleba / Wallumbilla / Jackson)
- Team Coordinator, Roma Parks and Gardens
- Regional Grants & Council Events Development Coordinator
- Regional Tourism Development Coordinator
- Manager Economic & Community Development
- Manager Maintenance Delivery & Works
- Manager Facilities
- Manager Program & Contract Management

Their comments have been incorporated into the Master Plan.

Council recommendations as noted in GM/12.2018/53 and GM/02.2019/96 have been incorporated into the final draft of the Yuleba Cobb & Co Park Master Plan.

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

It is anticipated that the re-construction of the Yuleba Forestry Fire Tower & other park elements including the Fire Tower interpretive centre will need to be externally funded. The recommendation from the Regional Grants & Council Events Development Coordinator is that the Cobb & Co Park, Fire Tower and other elements be given a clear priority by Council as to how they will rank when compared to the many other regional projects, which are all competing for budget allocation and funding submissions. It is also recommended that the feasibility study be undertaken to determine the viability of the Fire Tower, and whether it will generate jobs and income, both of which will be highly regarded in any funding applications.

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$) ? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

Costs for the Wallumbilla Heritage Precinct Master Plan and the Yuleba Cobb & Co Park Master Plan are included in the 2018/19 budget at a combined total of \$54,570 (W19629.2539.2001).

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

The estimated total construction cost for the Cobb & Co Park in Yuleba is \$1,245,300. This cost is exclusive of the cost for re-erection of the Yuleba Forestry Fire Tower, and the fit-out of the Interpretive Centre.

Table 1: Summary of cost report (parklands component only)

Project Element	Estimated Cost
Roads and footpaths	\$262,500
Buildings	\$371,400
Landscaping	\$102,200
Others	\$146,300
ESTIMATED TRADE COST SUBTOTAL (EXCL GST)	\$882,400
Preliminaries (8%)	\$70,600
Design Contingency (10%)	\$95,300
Construction Contingency (10%)	\$104,800
ESTIMATED CONSTRUCTION COST SUBTOTAL (EXCL GST)	\$1,153,100
Design & Project Management Fees (8%)	\$92,200
ESTIMATED DELIVERY COST TOTAL (EXCL GST)	\$1,245,300

The initial building estimate received by the Yuleba Development Group for the construction of a 30m fire tower to the Brandon & Associate's design is \$1,734,390.

This project will need to be delivered in stages, over a number of years. It is anticipated that Council will need to seek State or Federal Grants to contribute to the cost of the Park.

Recommendations within the Master Plan for future planning of the Park include: to undertake a feasibility study for the re-erection of the Yuleba Fire Tower & Yuleba Fire Tower Interpretive Centre, and finalise the purchase of the required land from Queensland Rail. These costs are not yet budgeted for. They are not included within the construction cost of the Park.

Recommendations regarding future year budget inclusions following completion of the Master Plan will be presented to Council through the budget deliberation process by the Economic & Community Development department.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?
(Interested Parties Analysis - IS9001:2015)

The views of the YDG & broader Yuleba community members have been sought through two rounds of community consultation, including an online survey. These views have been captured in the attached Report.

The views of TMR have also been sought. To date, no response has been received.

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Community disagrees with Master Plan design	A risk exists that the community may disagree with the latest the Master Plan and its design direction. The involvement with Council and the Community (two rounds of consultation sessions and a two week feedback) have been aimed at mitigating and reducing this risk. It is not the role of the Master Plan to describe specific design details for individual displays, which also provides the community an opportunity to create their own vision within the overall design of the space.
Poor public perception	A risk exists that the community may set unrealistic expectations of the timeframes associated with delivering the project, which may leave Council open to scrutiny or poor public perception. The involvement with the Community during the consultation sessions has provided Council an opportunity to set expectations around the timeframes and funding requirements of delivering this project.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Council should adopt the Yuleba Cobb & Co Park Master Plan based on the community consultation and endorsement of the majority of Yuleba community members and Yuleba Development Group.

If Council chooses to adopt the Yuleba Cobb & Co Park Master Plan, it is recommended that Council proceed with the Feasibility Study for the Yuleba Forestry Fire Tower in the 2019/20 budget deliberations. The Feasibility Study will give Council further confidence that the Yuleba Fire Tower and Interpretive Centre is

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That Council:

1. Receive and adopt the final draft of the Yuleba Cobb & Co Park Master Plan, subject to a feasibility study for the re-erection of the Yuleba Fire Tower and the Yuleba Fire Tower Interpretative Centre.
2. Include the preparation of the Yuleba Fire Tower Feasibility Study as part of the 2019/20 budget deliberations.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Support development of our local communities through planning, programs and events

4.11.3 Deliver community based programs, planning, projects and initiatives in partnership with our local groups including town development, indigenous, tourism, arts, cultural and heritage, sporting and recreation.

Supporting Documentation:

- | | | |
|---|--|-----------|
| 1 | Yuleba Cobb and Co Park Recreation Master Plan - FINAL Draft - MAK Planning and Design | D19/21779 |
| 2 | Yuleba Cobb and Co Park Master Plan - Yuleba Community Consultation Session FINAL - Feedback - 4 March 2019 - No contact details | D19/16455 |
| 3 | Yuleba Cobb & Co Park Master Plan - Summarised Online Feedback - No Names - March 2019 | D19/21780 |

Report authorised by:

Regional Grants & Council Events Development Coordinator

Manager - Economic & Community Development

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services



Yuleba Cobb & Co Park

master plan

MARCH 2019





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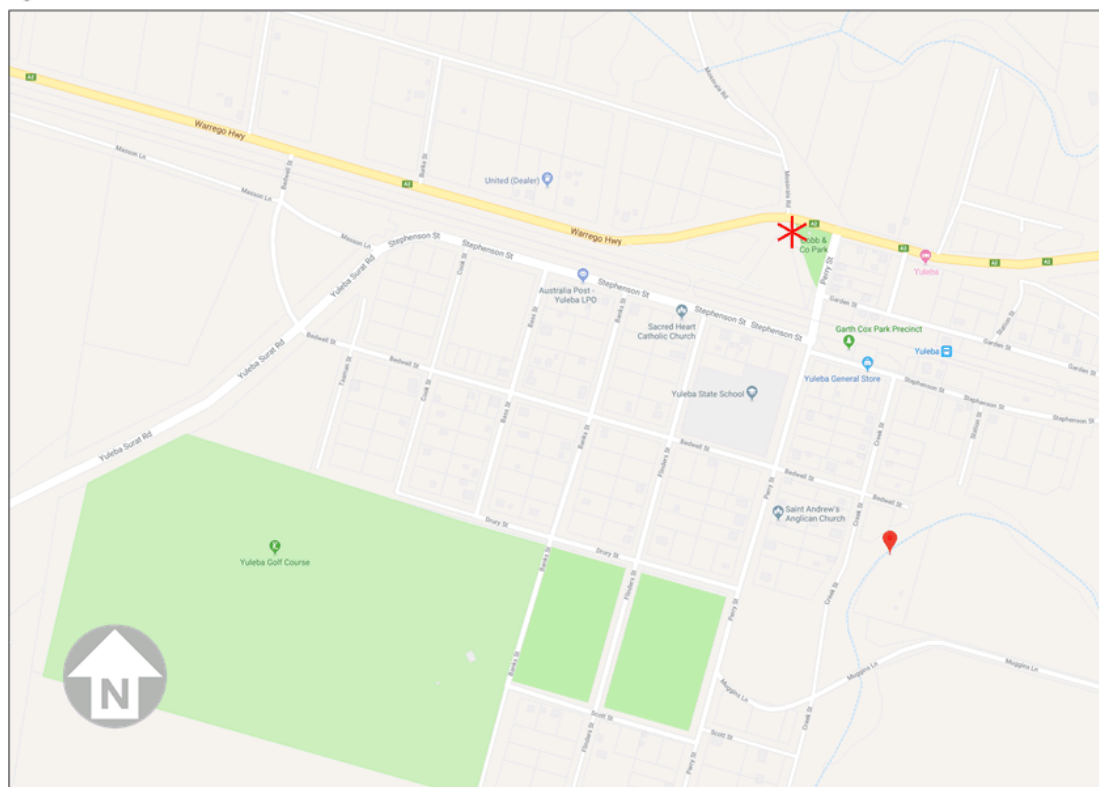
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Figure 1: Location of Cobb & Co Park in Yuleba





1. Purpose and Outcomes

Maranoa Regional Council (MRC) commissioned the Yuleba Cobb & Co Park Recreation Master Plan in response to requests from the Yuleba community (through the Yuleba Development Group) to prepare a master plan for the Yuleba Cobb & Co Park in advance of re-erecting the recently dismantled Yuleba Creek Forestry Tower in the park.

Cobb & Co Park in Yuleba is adjacent to the Warrego Highway and is highly visible to passing traffic. Perry Street borders the park on the eastern side and is the main street into the Yuleba CBD from the Warrego Highway.

The Yuleba Creek Forestry Tower was in use until recent years when remote technology made it redundant. The tower was demolished however, the top portion, the hut, was saved. It was sawn off and lowered to the ground and is now stored in Yuleba (see Figure 2).

It is the community's aspiration to have the tower erected once again, this time in Cobb & Co Park, to encourage visitors to stop in Yuleba and explore the town and district.

Purpose of a Master Plan

A master plan provides a long-term vision for a park or reserve, identifying what it should look like and how it should function into the future. It establishes a strong and consistent direction, providing a framework for ongoing improvement.

It considers the interrelationship between:

- the current character and functionality of the landscape
- public expectations, needs and aspirations
- emerging issues and trends
- the realities of the economic, social, environmental and legislative context of the time.

The result is a plan that balances needs across a range of often conflicting interests.

The Yuleba Cobb & Co Park Master Plan is intended to provide the Maranoa Regional Council and the Yuleba community with a conceptual design framework for the future enhancement of the park. The master plan is a high-level plan and must be used in conjunction with further site investigation and detailed design work to achieve the best outcomes.

The Yuleba Cobb & Co Park Master Plan:

- Provides a strategic framework for the future enhancement and/or development of the park that recognises the resources available to Maranoa Regional Council and the community.
- Identifies issues involved with the park and presents solutions to resolve or mitigate these issues.
- Introduces new activities and makes best use of the land available through maximising use of the park.
- Enhances the visitor/tourist or user experience.

A master plan does not provide a high level of detail. The details of any development are agreed in later stages of the design process. The design professionals will work with the client to agree the final designs and the detailed specifications.

Figure 2: Yuleba Creek Fire Tower before removal



Outcomes

This master plan report provides Maranoa Regional Council with a costed plan that can be implemented over time as funds become available.

It will avoid ad hoc development that may result in a sub-optimal outcome. It allows for staging and for significant community input.

Recommendations

1. Present the master plan to Maranoa Regional Council¹ for endorsement of the master plan but subject to a feasibility study (Recommendation #2) that provides the detail and quantifies the financial commitment for Council over the next decade.
2. Undertake a feasibility study for the re-erection of the Yuleba Fire Tower and the Yuleba Fire Tower Interpretative Centre with a particular focus on:
 - management—the responsible entity and entity structure; insurances
 - financial—revenue and expense projections for ten years
 - operation—including crowd control, camper control, facility opening times etc
 - information technology—engage with specialists to design the information technology architecture for the interpretative centre, its operation, cost and maintenance requirements
 - emergency—including responding to medical and other emergencies, particularly on the tower
 - maintenance—including roles and responsibilities between MRC and the Yuleba Development Group
 - personnel—including who will staff the facility, staff training, safety of staff, communication
 - marketing—promotion of the facility to potential visitors across all platforms
 - visitor experience—audio visual production, information displays, historical research
 - security—including staff security, handling and transport of cash and after-hours facility security.
3. Obtain final engineering drawings and costings for the erection of the fire tower from the appointed contractor.
4. Finalise the purchase of the required land from Queensland Railways and consider road closures if required.
5. Subject to a successful feasibility study:
 - develop a facility management plan that includes an asset maintenance plan with a 10-year forward financial projection that can be used for budgeting purposes.
 - the Yuleba Development Group needs to develop a draft Cobb & Co Park management plan that considers staffing and day-to-day operational issues for the fire tower and interpretative centre.
 - undertake the detailed design of elements (e.g. gardens, interpretative centre, display shed) before construction is commenced.
 - seek grant funds to construct various elements of the master plan.
 - reuse the original fire tower's timber legs in Cobb & Co Park. When milled, the timber might be suitable for furniture, signage and decorative elements within the Yuleba Fire Tower Interpretative Centre.
 - engage a historian to research the topics for use in the Yuleba Fire Tower Interpretative Centre.

¹ The Yuleba Development Group is also a key player in this master plan. It is assumed that the Yuleba Development Group will have signed off on this master plan before it is finalised.

Figure 3: Master plan site with property boundaries





2. Site Context

Location and Context

Yuleba Cobb & Co Park, the master plan site, is located in the town of Yuleba in the Maranoa Regional Council district. The town has a population of approximately 200 people as well as those living on farms in the catchment.

Located on the Warrego Highway it is situated approximately 61 kilometres east of Roma or 82 kilometres west of Miles.

The name "Yuleba" is reportedly the local indigenous name for "place of water lilies".

While the town has a hotel with accommodation and there is a store with food options in the main street, there are not many tourists staying in the town. A number of tourists camp at Judds Lagoon which is approximately four kilometres from the town centre.

The last Cobb & Co Coach service in Australia was run between Surat & Yuleba on 14 August 1924. The history of the Cobb & Co Coach story is a key feature of the Yuleba (and Surat) community's identity. In August 2019, the town will co-celebrate with Surat 95 years since the last service run.

Site Details

The property details for the subject site are:

- Property address: Corner of Perry Street and Warrego Highway, Yuleba
- Real Property: Lot 1, 2 and 3 on Y221227, which are owned by Maranoa Regional Council, and Lot 9 on SP119660.
- Area: 1.39 hectares plus road reserve
- Lot 9 on SP119660 is owned and controlled by the State (Queensland Rail). Maranoa Regional Council may seek to purchase the land to include in the park. This master plan is a collection of the community's aspirations for the vacant land close to the highway, and whilst the master plan incorporates improvements to Lot 9, it is not the intention of Council to carry out any physical works without either the permission of Queensland Rail, or Council's purchase of the land.

Garth Cox Memorial Park is located south of the railway line and to the east in Stephenson Street. The distance between the two parks is the width of the rail corridor. Garth Cox Memorial Park has had substantial improvements in recent years and at this point is Yuleba's main park. Within Garth Cox Memorial Park can be found:

- a public toilet (M/F/Ambulant/PWD)
- a playground
- barbecues and picnic shelters
- community garden
- war memorial

A skate park is opposite Garth Cox Memorial Park.

Key Improvements

The current improvements, outside of the water reservoir, are few—see Figure 4.

There is a tourist information sign that has information on the Maranoa District. There is a brick information wall that was constructed for the 1988 Bicentenary which has information on Cobb & Co. Otherwise the fencing, irrigation and furniture is old and in poor condition. Tree planting is sparse.

A Senegal Date Palm (*Phoenix reclinata*) has some historical significance to the site and is retained in the design. The

palm was thought to have been planted when the site was used for saw-milling many decades ago.

The town's water reservoir and associated assets are screened from public view by a colorbond fence, decorated with steel cut-outs of native flora and fauna, and items of significance to the Yuleba community.

Site Features

The site is relatively flat. It is bordered by Perry Street in the east, a railway line in the south, a drainage gully in the west and the Warrego Highway in the north.

Power lines run across the park in the south, parallel to the railway line.

Figure 4: Panoramic image of Cobb & Co Park



Site Issues Analysis

A site inspection was undertaken in late August 2018. The following are the key site issues that were noted:

- The site is bordered by the Warrego Highway so is highly visible to traffic. At this point, Yuleba has an 80km/hr speed limit. While the site is highly visible to passing vehicles, there is little warning that it is approaching and where to turn off or stop.
- The few improvements in the park are, as far as passing traffic is concerned, behind the water infrastructure fenced area and generally not visible in sufficient time to stop for travellers moving at 80 km/hr.
- Due to the often dry and hot conditions, Yuleba Cobb & Co Park regularly does not present well—it appears dry and brown with bare areas of earth within the space.
- There are no public toilets (though they are provided in the nearby Garth Cox Memorial Park) or the typical infrastructure to encourage travellers to stop.
- Vehicles are not controlled in the park. There is destruction of the vegetation and grass. There are random tracks throughout the space.
- There are very few mature trees in the park. None provide expansive shade.
- Electricity and water infrastructure is nearby and will need extending into the park.
- There are no formalised facilities for RV stays.
- The area is not connected to Garth Cox Memorial Park.

Historic palm planting

*Garth Cox Memorial Park and Yuleba
CBD—south of the railway corridor*



Existing infrastructure in Cobb & Co Park





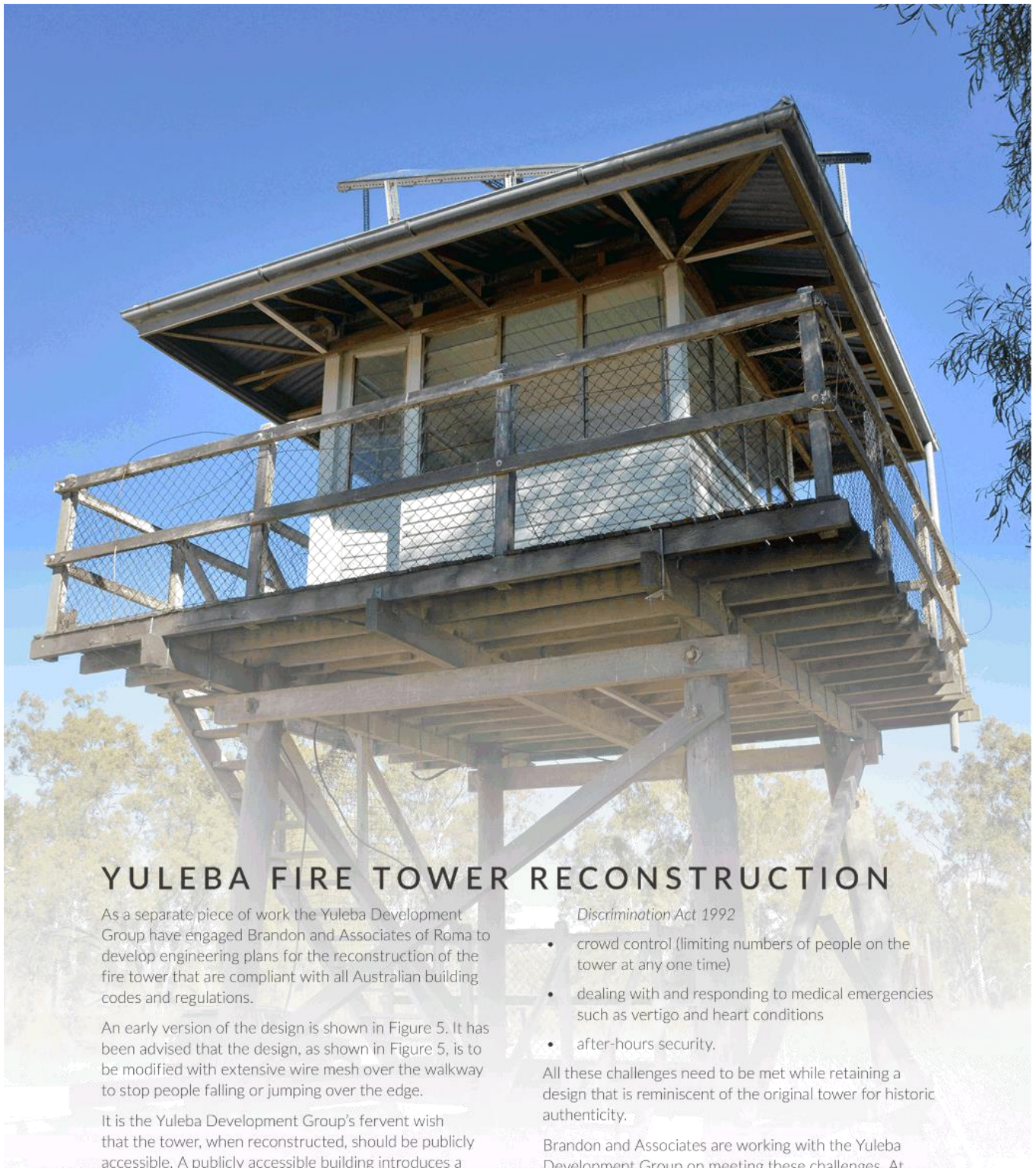
3. Background Information

Literature Review

Maranoa Placemaking Strategy—Yuleba October 2011

The Placemaking Strategy for Yuleba was developed in 2011 with input from the community. The recent development of the Garth Cox Memorial Park and the skate park have been driven by this document.

In terms of Cobb & Co Park, the Strategy recognised that the park is the gateway to Yuleba and that it should be beautified with planting around the fence at the base of the water tower. It also recognised the value of town name signage atop the water tower for visitors. These two actions, that have not yet been undertaken at this point, are carried forward into this master plan.



YULEBA FIRE TOWER RECONSTRUCTION

As a separate piece of work the Yuleba Development Group have engaged Brandon and Associates of Roma to develop engineering plans for the reconstruction of the fire tower that are compliant with all Australian building codes and regulations.

An early version of the design is shown in Figure 5. It has been advised that the design, as shown in Figure 5, is to be modified with extensive wire mesh over the walkway to stop people falling or jumping over the edge.

It is the Yuleba Development Group's fervent wish that the tower, when reconstructed, should be publicly accessible. A publicly accessible building introduces a number of design challenges. These challenges include:

- meeting current building codes and regulations in the reconstruction
- addressing fire regulations including the need for fire escapes and/or sprinklers
- meeting or gaining exemptions from the *Disability*

Discrimination Act 1992

- crowd control (limiting numbers of people on the tower at any one time)
- dealing with and responding to medical emergencies such as vertigo and heart conditions
- after-hours security.

All these challenges need to be met while retaining a design that is reminiscent of the original tower for historic authenticity.

Brandon and Associates are working with the Yuleba Development Group on meeting these challenges. At this time final concepts have not been provided so this park master plan has proceeded on the basis that the fire tower will be reconstructed though in what final form (height and design) is not known.

Figure 5: An early engineer's impression of the reconstructed Yuleba Fire Tower

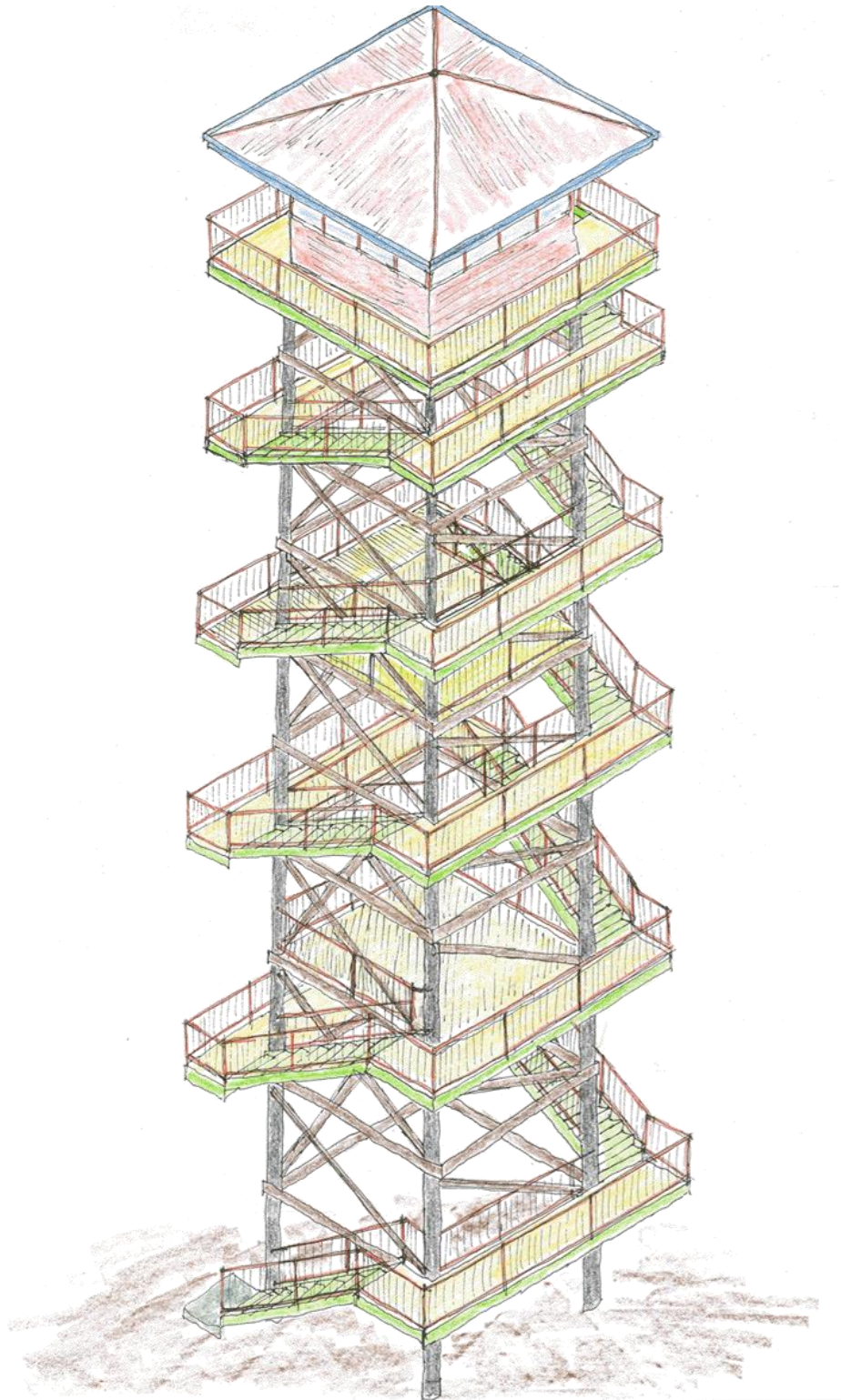


Figure 6: The unrestored Yuleba Bush Fire Brigade truck stored at Miles (now in storage in Yuleba)





4. Consultation

Consultation was undertaken with the Yuleba Development Group and the local community.

Yuleba Development Group

The Yuleba Development Group's top priority for the community is the further development and beautification of Cobb & Co Park, which will include the reconstruction of the recently saved historic Yuleba Creek Forestry Fire Tower.

In master planning Cobb & Co Park, the Group see the fire tower as the centrepiece for the community and a beacon that will attract and retain visitors in the community.

Within the redeveloped Cobb & Co Park the Group would like to see the following elements:

- the fire tower as the centrepiece of the park's redevelopment
- a 72-hour camping area and a dump point
- a redeveloped, decommissioned water tower with "YULEBA" displayed on the water tank¹
- an improved Cobb & Co information area that will include a historic vehicle with cover and a paved area in front of the existing wall
- the old Yuleba Bush Fire Brigade truck—restored and displayed under cover (see Figure 6)
- signs on the Warrego Highway eastern and western approaches to the park
- integrated acknowledgement of the traditional custodians of the park
- planting and walkways that feature flora and fauna native to Yuleba
- a water feature celebrating the town's name sake, the water lily, which may possibly be a water play area for children
- an oil/gas interpretive display highlighting local developments for all companies in the Maranoa and inviting travellers to visit the Big Rig in Roma
- a turning lane on the Warrego Highway for travellers from the east (there is a turning lane for western traffic).

The reconstructed fire tower will utilise the original lookout. Before it is hoisted atop of the new tower the building is to be refurbished.

At the base of the fire tower is to be a building, an interpretative centre, with a replica lookout inside. The replica lookout will reproduce vision from a 360°-camera mounted above the lookout tower. The vision will give people on the ground, that do not, or cannot climb the tower, a similar view to those that undertake the climb. The interpretative centre will also provide tourist information on the local district; however, the aim is not to compete with the visitor information facilities provided by the Calico Cottage in Wallumbilla, rather present tourists with enough information to make an informed decision about the next stop on their journey.

¹ The Yuleba Development Group have purchased the letters that spell "YULEBA" and await permission from Maranoa Regional Council to erect them. It should be noted that MRC have not yet made a decision on the future of the water tower. The letters are to promote the presence of Yuleba as travellers approach the town.

Community Consultation

A community meeting was held with approximately ten people in attendance. Many of the attendees were members of the Yuleba Development Group so the points made above were repeated. For brevity, only new thoughts are noted here. The unique comments and suggestions were:

- As well as a display space for the Yuleba Fire Truck the building should be capable of housing a replica (or an original if it can be sourced) Cobb & Co coach.
- Tell the local history stories, particularly:
 - The differences between USA stage coach operations and the Australian operations
 - The last Cobb & Co run that was made from Surat to Yuleba on August 14, 1924
 - The pack horse runs from Yuleba
 - The filling with water of steam trains at Yuleba
 - Agriculture and gas.
- Cyprus Pine sawmills operated from the "triangle" for many years and loaded directly onto the trains. The palm tree still in the triangle was there to provide shade for the staff
- Other stories that can be told in the master plan may include gas and agriculture
- For those travelling with children have a petting zoo and a playground

- Mention was made of the wire bullock sculptures at Gulargambone (see Figure 7) as an idea that may be extended to this park
- Cobb & Co Park should complement Garth Cox Memorial Park
- Irrigate the parklands to make them attractive and inviting.

As a group the attendees thought that it was important that people have the opportunity to climb the re-erected fire tower if they wish to.

The park is used for casual overnight truck parking.

The draft master plan was put on public display and was also presented to a community meeting. The community's key recommendation was moving the camping area to the south of the site which has been undertaken (it was previously on the northern side of the park closer to the highway). Additional bollarding of the park has also been undertaken to stop unauthorised vehicle access.

State Agencies

The draft master plan report was sent to the Department of Transport and Main Roads for comment. No response was received.

Figure 7: Bullock wagon art at Gulargambone





5 Master Plan

Vision

To create a parkland along the Warrego Highway that arrests travellers; making them stop in Yuleba and learn about its history and enjoy the local tourist attractions.

Design Principles

A number of design principles have influenced the development of the master plan:

Landscape

- Producing a strong and well-defined built and landscape framework to ensure that the site is integrated with its space.
- Creating a sense of place through a space with its own identity and dynamic social opportunities.
- Ensuring that users are secure and feel safe.

Facilities

- Whether the fire tower in the final design, is scalable or not, people are to enjoy a very similar experience in the Yuleba Fire Tower Interpretative Centre as those that venture to the top of the tower.
- Facilities will entice people to "stay awhile" and enjoy Yuleba and district; not rushing on to their next destination.
- Facilities for campers are only basic. Campers will need to rely on their own water and power.
- Recognising that maintenance is the biggest long-term cost so all new facilities are to use low maintenance materials to support many generations of use.
- The interpretative centre will provide only basic visitor information services so that tourists can make an informed decision about their next destination. The interpretative centre is not designed to replace or compete with the visitor information services provided by the Calico Cottage in Wallumbilla.

Management

There will be a need for permanent, daily management of the site, and much of this responsibility will fall to the Yuleba Development Group. At a minimum, the management will extend to the opening and operation of the Yuleba Fire Tower Interpretative Centre. The Yuleba Development Group will also be responsible for cleaning the Yuleba Fire Tower Interpretative Centre daily or as required. If the fire tower is accessible there will need to be on-site control during all opening hours to ensure that the number of people on the tower does not exceed the maximum allowed.

Maranoa Regional Council will undertake all park maintenance functions such as mowing, landscaping and rubbish removal.

Maranoa Regional Council tourism staff will need to assist the Yuleba Development Group with the development of interpretative materials for use in the AV systems located in the Interpretative Centre.

Master Plan

A master plan has been prepared for Cobb & Co Park and it can be found at Figure 8. Various perspectives, that show the master plan as it would look when developed, can be found at Figure 9 through to Figure 12. Note: All development has been contained within the property boundaries. The master plan's full development will be dependent upon Council securing ownership or control of Lot 9 from the Crown.

Key Elements

Fire Tower

The master plan's key focus is the reconstructed Yuleba Fire Tower. It will dominate the park as a very tall vertical element close to its centre. It will be a marker, visible for many kilometres along the Warrego Highway, approaching from the east or the west. It is an early warning to travellers that something interesting is ahead.

The fire tower is positioned to be directly in line with the highway from Roma so as people are travelling along it is directly in front of them with it growing bigger and bigger as they approach. It is also sufficiently south of the Highway that travellers can take in its enormity.

The Yuleba Fire Tower is to be re-erected as the centrepiece of the Cobb & Co Park. The existing lookout that is being held in storage will be refurbished before it is hoisted atop new timber legs, much like the original design.

The final design of this element of the park master plan is

being undertaken by others—see Figure 5 for more detail.

Interpretative Centre

The Yuleba Fire Tower is supported by the Yuleba Fire Tower Interpretative Centre. Within the square, accessible building, being the same shape as the "lookout", there will be a replica lookout. This replica lookout, when combined with direct vision from a 360°-camera mounted above the lookout tower, will give those visitors that cannot, or do not want to climb the fire tower, a similar visual experience.

Visitors will be able to see live feed direct from the camera. They may well be able to control it; changing the angle of view as desired.

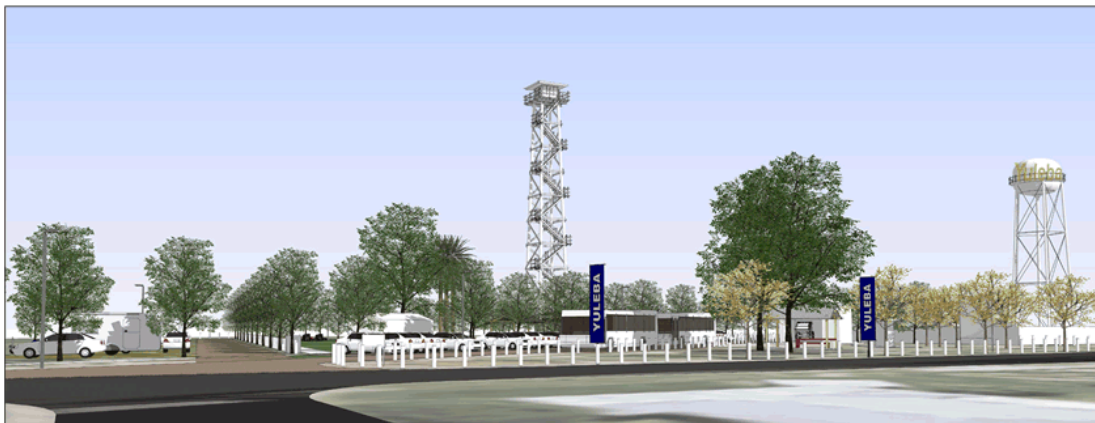
The Yuleba Fire Tower Interpretative Centre will have significant AV capability. Over time it is expected that the visual material available for visitors will broaden to encompass not just forestry and its management but also other local industries (e.g. oil and gas; agriculture) and local and regional tourist attractions (e.g. Carnarvon Gorge). The AV system is to be flexible and cater to individuals and small groups as well as large groups such as school or tourist groups, that arrive by bus.

The interpretative centre will also provide tourist information on the local district.

Display Sheds

Within the park there will be two sheds that will house the restored Yuleba Bush Fire Truck (near the fire tower) and an original (or possibly a replica) Cobb & Co stage coach housed near the Cobb & Co Display Wall. The buildings have been designed with an additional capacity to provide storage. The buildings will have ventilated roller doors that will maintain visibility and airflow at all times. Being a roller door, it can easily be opened when the park is open (i.e. the interpretative centre and fire tower are open) if desired.

Figure 9: Cobb & Co Park perspective from south-east



The aerial view shows the proposed development site, bounded by Warrego Highway to the north, Perry Street to the east, and Garden Street to the south. The site is divided into several numbered areas (1-14) and includes a large green field, a parking lot, and various buildings and structures. A north arrow is located in the bottom left corner.

1. New entrance road opposite Garden Street	illustration purposes)
2. Formal car park	9. Reconstructed fire tower and interpretative centre
3. Parking area for buses and longer rigs	10. Native gardens with "stories" of Yuleba lilies, native fauna and flora, first people throughout
4. Shed for display of old machinery as well as a locked storage area.	11. Connecting path to Garth Cox Memorial Park with public toilets and playground
5. Updated display area. Paving under. New display on southern side (perhaps the gas industry)	12. Fire ring and seating
6. Potential amenities (long-term). Waste dump point.	13. Picnic shelters and tables
7. Screening to water infrastructure security fence	14. Irrigated turf
8. Short stay van parking (lines drawn are for	

Figure 10: Cobb & Co Park perspective from the north



Figure 11: Cobb & Co Park aerial perspective from northeast



Short Term Camping

There will be 12 sites for short-term stays. Stays of up to 72 hours are suggested for site management. The sites are to be free. A dump point in the south of the park, near the public toilets, is planned. The campers have been kept to the side of the developments, as day-trippers will be the key user group.

Interpretative Wall

The existing Interpretative Wall that provides a history of Cobb & Co in the district is to be retained and enhanced.

Only one side of the wall is currently used. It is envisaged that the other wall, the southern wall, have relevant displays, perhaps focussing on the original indigenous inhabitants.

Paving will be placed around the base of the wall as it is currently bare earth. Vegetation does not grow under the overhead roof so paving out to the lawn will make the interface more attractive.

Water Tower

The water tower is to have the town's name—YULEBA—in large letters on the east and western sides of the reservoir. The letters have already been purchased by the Yuleba Development Group, so they only need erection.

The letters will be seen as travellers approach the town and with warning, travellers are more likely to stop. Yuleba has an 80km/hr speed limit, so travellers often do not realise that there is a town to the south of the Warrego Highway and south of the railway line. Signage that can make travellers aware of the town before they enter the 80km/hr zone may encourage greater visitation.

Parking

Parking for cars, buses and cars with vans is placed along the entrance road. A cul-de-sac allows longer vehicles to turn around.

No solution could be found on site for causal overnight truck parking. A solution will need to be found off-site.

Lighting

Minimal lighting, for safety only, is provided near the roads and car park.

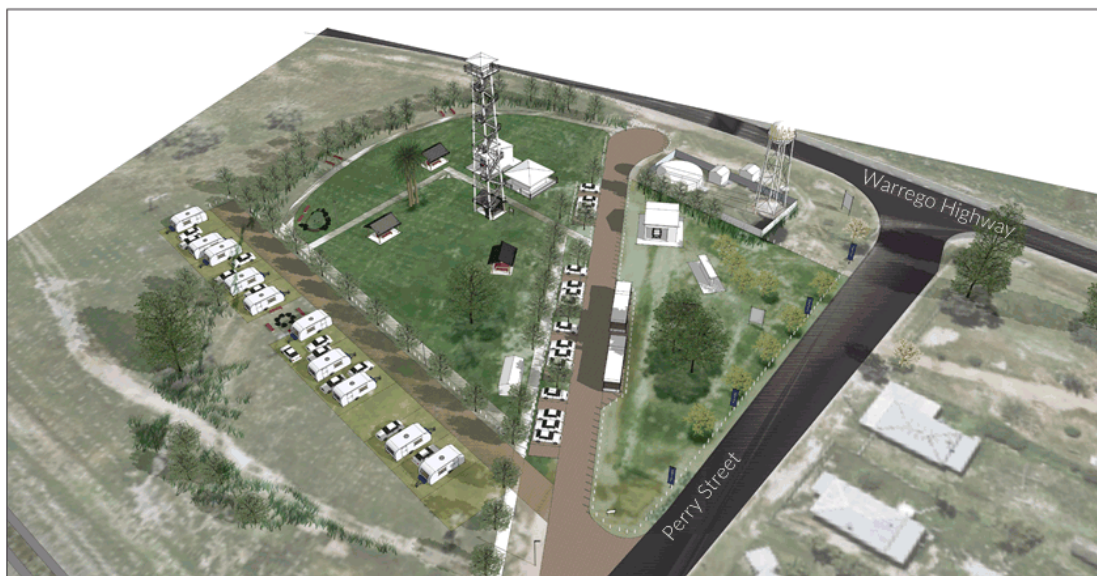
Garth Cox Memorial Park

The master plan for Cobb & Co Park has recognised Garth Cox Memorial Park in its design. The master plan for Cobb & Co Park does not replicate the playground and barbecues that are provided in Garth Cox Memorial Park.

A pedestrian pathway between the two parks encourages people to move between the two parks and the Yuleba CBD.

While an amenities block is shown in the master plan for Cobb & Co Park it is more of a "place-holder". In the short and medium term, it is not envisaged that it will be required, instead relying on the public toilet already provided in Garth Cox Memorial Park. Potentially the park, because of the fire tower, may attract intense levels of use which merit the provision of an amenities block closer to the attractions in Cobb & Co Park. Whether to provide an amenities block is a decision that can be made in the future.

Figure 12: Cobb & Co Park aerial perspective from southeast



Native Gardens

The gardens provide a backdrop to the park and enclose the space giving it edge definition.

The gardens themselves though, will be an attraction in their own right, showcasing local fauna and flora to tell local stories.

The Yuleba Lily is celebrated through an art installation. One or more lilies, fashioned from metal in a stylised depiction, are to be placed in a "rock lake". A path will follow the edge of the "lake" and interpretative material will inform visitors about the lily. The rock should be local types of rock and be interpreted through signage. The rocks should be of different colours so that it can be laid in alternating strips to create "waves" on the lake.

Trees will be dispersed among shrubs and grasses—each being native to the area and forming part of the experience.

Some plants may be "bush tucker" or were used by local indigenous people to make dilly bags or cooking equipment (as examples).

Fauna will be represented through steel cut-outs. Fences, where required to shield extraneous matters, can be laser-cut with local themes.

Paths will be deco and several benches, perhaps worked from the old timber supports for the Yuleba Fire Tower

that are now in storage, are to be placed along the path.

Some example images for the gardens can be found on this page.



Project Costing

Capital Cost¹

The master plan, along with detailed instructions was sent to quantity surveyors, Wilde and Woollard, for costing. The full report is attached at Appendix 1 with a summary produced here.

The Cost Plan includes trade costs, head contractor's preliminaries, design contingency, construction contingency and design & project management fees. Costs exclude GST.

The estimated total construction cost for the Cobb & Co Park in Yuleba is \$1,209,500 excluding GST as summarised in Table 1. Additionally, Brandon & Associates (Roma) have provided a "builder's quote" for the construction of a 30m fire tower to their design of \$1,734,390. It should be noted that the cost of the fit-out of the interpretative centre is not included in the costings.

The total cost, including that for the parklands and the fire tower is in the order of \$2,943,890.

Maintenance and Operation

The fire tower and Yuleba Fire Tower Interpretative Centre will have significant maintenance and operational requirements.

Prior to opening the fire tower structure, either for public access or not, a maintenance plan must be established along with a budget for its implementation. The fire tower will be a high-risk building: the consequences of a major structural fault are likely to be expensive and may be life-threatening. Maintenance and inspection are critical to its safe operation. Responsibility for ensuring that the maintenance plan is implemented as required will need to fall to the Maranoa Regional Council as the owner of the land. Acceptance of the responsibility for maintenance, as well as a funding source to finance the maintenance, needs to be established *before* the fire tower is re-erected.

The Yuleba Fire Tower Interpretative Centre is envisaged as having significant audio-visual capability that will include a 360°-camera atop the fire tower with live feeds to the interpretative centre as well as a number of rotating videos on the history of Yuleba and the site as well as local and regional tourist attractions and particular topics such as fire towers, Cobb & Co, early mail delivery, timber, the railway, pre-colonial settlement, postcolonial settlement, gas and agriculture.

There will be significant demands to ensure that the technology is reliable and/or can be fixed rapidly (and remotely where possible). Connection to the internet will be necessary. This master plan report is not in a position to advise on the technology of this operation; a specialist will need to be engaged at the detailed design stage for that purpose. What can be said though is that a satisfactory visitor experience will only be achieved in clean, modern and air-conditioned facilities where all aspects of the facility are operating as expected. This is doubly so where an entrance fee is charged.

Feasibility

It is important that the feasibility of the master plan is established given the expected operating costs, maintenance costs, risk management issues and the personnel requirements of the facility.

There is potential for a revenue stream from tower climbs and/or entrance to the Fire Tower Interpretative Centre.

Collecting revenue will require personnel, most likely volunteers from the local community. It will require that the volunteers are reliable (to open and close the facility) and they will need to be trained. Revenue will need to be banked and accounted for.

These are not insurmountable matters: the Calico Cottage at Wallumbilla appears to be a good example of a similar operational structure, but it needs thought and planning.

¹ All prices quoted are ex-GST

Table 1: Summary of cost report (parklands component only)

Project Element	Estimated Cost
Roads and footpaths	\$243,300
Buildings	\$371,400
Landscaping	\$102,200
Others	\$140,100
ESTIMATED TRADE COST SUBTOTAL (EXCL GST)	\$857,000
Preliminaries (8%)	\$68,600
Design Contingency (10%)	\$92,500
Construction Contingency (10%)	\$101,800
ESTIMATED CONSTRUCTION COST SUBTOTAL (EXCL GST)	\$1,119,900
Design & Project Management Fees (8%)	\$89,600
ESTIMATED DELIVERY COST TOTAL (EXCL GST)	\$1,209,500

Tourism sign in Cobb & Co Park





Appendix 1: Costing Report



YULEBA COBB AND CO PARK MASTER PLAN

Cost Plan Report

18 March 2019

Wilde and Woollard (Qld) Pty Ltd
Level 14, 241 Adelaide Street, Brisbane QLD 4000
T (07) 3368 3050 www.wildeandwoollard.com





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Revision Information			
Revision:	Date:	Document Description:	Approved for issue
1	28/02/2019	Budget Estimate	John Waterworth – Director
2	18/03/2019	Revised Budget Estimate	John Waterworth – Director



1. COST SUMMARY

The Cost Plan has been developed based on the Bill of Quantities provided by MAK Planning and Design.

The scope of works includes:

- Roadworks and Footpaths
- Buildings
- Landscaping
- Others

The Cost Plan includes trade costs, head contractor's preliminaries, design contingency, construction contingency and design & project management fees. Costs exclude GST.

The estimated total Construction Cost for the above-mentioned scope of works amounts to **\$1,209,500 excluding GST** as summarised below:

PROJECT ELEMENT	ESTIMATED COST \$
Roadworks and Footpaths	243,300
Buildings	371,400
Landscaping	102,200
Others	140,100
ESTIMATED TRADE COST SUBTOTAL (EXCL GST)	857,000
Preliminaries (8%)	68,600
Design Contingency (10%)	92,500
Construction Contingency (10%)	101,800
ESTIMATED CONSTRUCTION COST SUBTOTAL (EXCL GST)	1,119,900
Design & Project Management Fees (8%)	89,600
ESTIMATED DELIVERY COST TOTAL (EXCL GST)	1,209,500

Refer to the attached cost plan for further details of works included within the total estimated construction cost.



2. BASIS OF THE ESTIMATE

The basis of the cost plan is the documentation supplied and issued by the consultant team. We have reviewed the Bill of Quantities and included for all costs we consider appropriate.

Rates used in the Cost Plan are derived from recent similar projects.

3. INCLUSIONS

The Cost Plan includes for the following:

- Trade Works
- Head Contractor's Preliminaries (8%)
- Design Contingency (10%)
- Construction Contingency (10%)
- Design & Project Management Fees (8%)

4. EXCLUSIONS

The following are excluded from the Cost Plan:

- Fire Tower
- Escalation
- Latent conditions

5. KEY COST ASSUMPTIONS

The Cost Plan is based on the information on the Bill of Quantities. Where possible the cost plan includes for additional allowance to cover the scope of works, however without a design drawing these costs are preliminary only. The cost will be refined once design has been developed and provided to us.



APPENDIX A: DETAILED COST PLAN

ELEMENTAL DETAIL



Project: Yuleba Cobb and Co Park		Details: Yuleba Cobb & Co Park Master Plan			
Building: Yuleba Cobb & Co Park Master Plan					
Aut oco de	Trade Description	Quantity	Unit	Rate	Total
	YULEBA COBB & CO PARK MASTER PLAN				
	<u>Roadworks and Footpaths</u>				
1	Unsealed gravel pavement to Driveway from Perry St including excavation, proof roll and trimming, base course and wearing course	1,376	m2	75.00	103,200
2	Unsealed gravel pavement to Bus Parking including excavation, proof roll and trimming, base course and wearing course	112	m2	75.00	8,400
3	Unsealed gravel pavement to Carpark including excavation, proof roll and trimming, base course and wearing course	263	m2	75.00	19,688
4	Campsite including site prep, proof roll, minor trimming and compaction	1,180	m2	30.00	35,400
5	2000 wide concrete footpath including N25 concrete, thickening at edge, fabric reinforcement, joints, broom finish etc	766	m2	100.00	76,600
					243,288
	<u>Buildings</u>				
6	Fire Tower	1	item		EXCL
7	Yuleba Fire Tower Interpretative Centre including building structure and services (exclude fit out)	81	m2	1,500.00	121,500
8	Fire Truck Shed including concrete slab, steel framing with metal roof and metal clad walls, 2 windows and perforated roller door	88	m2	525.00	46,200
9	Coach Shed including concrete slab, steel framing with metal roof and metal clad walls, 2 windows and perforated roller door	88	m2	525.00	46,200
10	Picnic shed including roof, column and concrete slab (4.0m x 6.0m)	4	item	12,500.00	50,000
11	Dump Point comprising septic system	1	item	42,500.00	42,500
12	DDA compliant toilet block comprising 2 toilets (1 PWD, 1 Ambulant) - connect to Dump Point septic system	1	item	60,000.00	60,000
13	Make good existing Cobb and Co Display Wall including new brick paving	20	m2	250.00	5,000
					371,400
	<u>Landscaping</u>				
14	Shrubs to water infrastructure security fence	92	m2	45.00	4,140
15	New trees to camp site	10	no	200.00	2,000
16	New trees to footpaths	41	no	200.00	8,200
17	New trees elsewhere	21	no	200.00	4,200
18	Dry pond including depression filled with rocks and boulders and artwork of lily	20	m2	400.00	8,000

ELEMENTAL DETAIL



Project: Yuleba Cobb and Co Park		Details: Yuleba Cobb & Co Park Master Plan			
Building: Yuleba Cobb & Co Park Master Plan					
Aut oco de	Trade Description	Quantity	Unit	Rate	Total
19	Allow for artworks in landscaping (animal silhouettes)	1	item	6,000.00	6,000
20	Allow for make good to disturbed turf area	7,735	m2	5.00	38,675
21	Irrigation to turf area	7,735	m2	4.00	30,940
					102,155
	<u>Others</u>				
22	Electricity and water connection sitewide - allow for 150m long	1	item	46,000.00	46,000
23	Lamp posts including column, luminaires, accesories and cabling	6	no	3,500.00	21,000
24	Fire pit	1	no	4,000.00	4,000
25	Picnic tables and seats	4	item	3,500.00	14,000
26	Benches including to fire pit area	6	no	1,000.00	6,000
27	Interpretative Signage	6	no	1,000.00	6,000
28	Banner poles	4	no	250.00	1,000
29	Brolga bollards - supply and install	216	no	115.00	24,841
30	Mass concrete bollard footing including detailed excavation, concrete supply and place	216	no	80.00	17,280
					140,121
	TRADE WORKS SUBTOTAL				856,963
31	Preliminaries (8%)				68,557
32	Design Contingency (10%)				92,552
33	Construction Contingency (10%)				101,807
34	Escalation				EXCL
	TOTAL CONSTRUCTION COST (EXCL GST)				1,119,880
	<u>NON-CONTRACT COSTS</u>				
35	Design & Project Management Fees (8%)				89,590
	TOTAL CONSTRUCTION COST (EXCL GST)				1,209,470



Feedback Form
Maranoa Regional Council
Yuleba Community Consultation – Cobb & Co Park

Date:	4 March 2019
Name (Optional):	
Contact Details (Optional):	
Town of Residence:	Yuleba

Maranoa Regional Council is seeking your input on the draft Yuleba Cobb & Co Park Master Plan:

Comments:

- *should the campers be closer to the town
- *camping close to the highway will be very noisy
- *lighting - particularly if campers will be walking to the park
- *no bollards don't the road edge - the road will be delineated
- add some bollards on Northern internal roads
- hardwood logs lying down
- *include QR historical area
- *are there any treatments we could do along the highway to reduce noise



Feedback Form
Maranoa Regional Council
Yuleba Community Consultation – Cobb & Co Park

Date:	4 March 2019
Name (Optional):	
Contact Details (Optional):	
Town of Residence:	Yuleba

Maranoa Regional Council is seeking your input on the draft Yuleba Cobb & Co Park Master Plan:

Comments:

- * where do the trucks that stay in town park?
- * trees that the fire tower overlooks planted around - historical
- * move the caravanners to behind the trees, or where the carparking currently is.
- * frame the park from the hwy side
- * unserviced camping - area of open ground
- * no need for power to campsites
- * if you have a fire pit you don't need a bbq



Feedback Form
Maranoa Regional Council
Yuleba Community Consultation – Cobb & Co Park

Date:	4 March 2019
Name (Optional):	
Contact Details (Optional):	
Town of Residence:	Yuleba

Maranoa Regional Council is seeking your input on the draft Yuleba Cobb & Co Park Master Plan:

Comments:

* has it been considered to move the fire tower to the two Council houses - keep it all together with the park + the hall *

* space on the other side of the park for truckies?

* road along the reserve - has been permanently closed *

* alternative parking for trucks in Stephenson St?

* truck route through Yuleba?

Yuleba Cobb & Co Park – Online Feedback

Date Received:	Feedback:
16 March 2019	Total waste of dollars
18 March 2019	To whom it may concern. I believe for the site to be very successful and be a major draw card for the tow, the cobb & co site needs a cafe/coffee shop on site. It needs to sell local souvenirs, knicknacks, tea coffee and cakes etc. This will also create some more employment for the local area. The outlet could be leased out on a 2x2 or 3x3 year agreement.
18 March 2019	Yuleba Cobb Co Park. Brief Comments. Cost is ridiculous .Can,t justify spending Millions Dollars on this Park. Where most locals would not benefit from project. JUDDS LAGOON is where resources should be spent. Judds is well known Recreation Camping Fishing Reserve through out Australia .Area around both fishing holes need mowing ,to give campers more area to camp. Judds Lagoon is a fishing and camping reserve. Often frequented by our aboriginal family and extended family. Note I visualise that the area at Judds could be cleaned and beautified like Bungi Creek area in Roma .Here,s hoping common sense prevails .
18 March 2019	I would like to endorse the Yuleba Cobb & Co Master Plan. I particularly like the provision of the caravan short stay parking. This will be a boost to the economic stability of the town at the hotel, general store and service station. The Fire Tower is a must to get people off the highway and to stop in Yuleba. Two other people to day have said that the interpretive centre is a fantastic idea for people who are unable or unwilling to climb the tower. We need to keep the water tower to give a sense of scale and it is an icon for the town standing for 50 years+ on the highway. the Yuleba letters will be fantastic on the tank.
18 March 2019	I am extremely pleased with with the whole concept of the Cobb and Co park. I believe that the development of this facility on the highway will be a great asset to the Yuleba community and the passing public and visitors.It will be a green oasis for people to break their journey as well as a way of recognising our unique history with the Forestry - Fire Tower and Cobb & Co and the Railway.I am certainly looking forward to the picnic shelters and the irrigated turf and the native gardens
18 March 2019	I think the plan looks amazing and it will bring alot of interest and revenue into the town. It will also be a talking point with tourists with being able to see the fire tower in its original condition and also the old fire truck. When tourists know that it is a great place to stop, they will spread the word and it will be great for a small town like Yuleba
18 March 2019	I really like the plan, it has a open and flowing look to it. I would suggest but can happen further in the future a communal camp kitchen for the campers or even day trippers/locals. I also think the access and parking areas be bitumen sealed.

OFFICER REPORT**Meeting:** General 27 March 2019**Date:** 1 March 2019**Item Number:** 13.2**File Number:** D19/15604**SUBJECT HEADING:** Adoption of the Wallumbilla Calico Cottage & Heritage Precinct Master Plan**Classification:** Open Access**Officer's Title:** Project Officer - Program & Contract Management**Executive Summary:**

Council have received the final draft of the Wallumbilla Calico Cottage & Heritage Precinct Master Plan. This Plan has been through two rounds of community consultation, with a period of online feedback. The community responses to the Master Plan are overwhelmingly positive. It is recommended that Council receive and adopt this Master Plan.

Officer's Recommendation:

That Council:

1. Receive and adopt the final draft of the Wallumbilla Calico Cottage & Heritage Precinct Master Plan; and
2. Include low-cost improvements to the parklands node and bagged grain storage shed node as part of the 2019/20 budget deliberations.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Not at this stage.

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
BCA	Building Code of Australia
Graincorp	Graincorp Limited
MAK Planning	MAK Planning & Design, the Master Planners
QR	Queensland Rail
TMR	Department of Transport & Main Roads
WTIG	Wallumbilla Town Improvement Group
WHA	Wallumbilla Heritage Association
VIC	Visitor Information Centre

Context:

Why is the matter coming before Council?

Council have received the final draft of the Wallumbilla Calico Cottage & Heritage Precinct Master Plan. This Master Plan has been developed based on two rounds of consultation with the Wallumbilla community, including representatives from the Calico Cottage, Wallumbilla Town Improvement Group and the Wallumbilla Heritage Association. The final draft Master Plan also incorporates internal Council Feedback.

The Master Plan provides a long-term vision for the Wallumbilla Calico Cottage & Heritage Precinct, identifying what it should look like and how it will function into the future. The Master Plan is intended to provide Council and the Wallumbilla Community a conceptual design framework and consistent direction for the future enhancement of the space. A Master Plan avoids ad hoc development that may result in a sub-optimal outcome.

The Master Plan describes three interconnected “nodes”, the parklands node on the East, the bagged grain storage node in the centre & community building node on the West. The precinct which has been master planned is approximately 400m long (1.9 ha), and sits between the existing railway trucking yards in the East and the Queens Theatre in the West. It is the community’s vision that one day the area from the silos through to the Queens Theatre will become a celebration of local history.

The Precinct is located across six property lots, three of which are owned by Council. Council has a 35 year license on the “Museum” area of Lot 51 on SP269504 direct with QR, where the existing bagged grain shed & hexagonal buildings are located. The rest of Lot 51 is owned by QR, and leased to Graincorp. The remaining two property lots are owned by QR and Graincorp, with substantial portions of road reserve also making up the site. The improvements shown on the land not owned by Council are generally low-cost and non-permanent.

The construction elements of the Master Plan have been costed by a quantity surveyor, to give Council confidence in the overall capital cost associated with the Precinct. The elements of the Master Plan can be implemented over time, as funds become available, either through Council budgets or grants and community grants. The management of the Precinct, including costs associated with operations and maintenance are outside the scope of the Master Plan.

At the initial community meeting, the Wallumbilla community told the project team that it was of utmost importance to carry the history of Wallumbilla and the celebration of existing infrastructure throughout the space. There was specific mention of the linking the heritage from the railway yards to the grain shed and the Queens Theatre, with any new buildings to form part of the link.

The parklands node in the East is located on road reserve, therefore the improvements in this area are generally low-cost and can be relocated if required. It is anticipated that local machinery will be sourced or donated for display in the parklands node. A path will wind through the area, with equipment set out at regular intervals.

The bagged grain shed storage node in the centre of the precinct does not change markedly from its current state. There are no structural changes to the existing grain shed, hexagonal cottages, public amenities, railway buildings or existing train sculpture. The largest change in this area will occur from a management perspective. Calico Cottage will move out of their current location within the Western hexagonal cottage into the new Council facility, which will allow the Wallumbilla Heritage Association to expand their museum across both cottages & underneath the grain shed (already occurring).

The community building node is new. This node extends from the Western boundary of the existing railway display buildings to the boundary with the Queens Theatre. This site currently has an elevated house on it that is untenanted. The Facility Lease Management & Housing Officer/Team Coordinator presented a report at the General Meeting, 13 February 2019 regarding the status of the property.

Resolution No. GM/02.2019/26

That:

- 1. The property known as 32 George Street Wallumbilla remain vacant at this time.***
- 2. On completion of the National Regulatory Scheme for Community Housing Transition and this property becoming part of Council's Housing portfolio, call tenders for the house located at 32 George Street Wallumbilla for sale for removal, if it is identified the house is not required once the Wallumbilla Calico Cottage & Heritage Precinct Master Plan is completed.***

The community building node assumes that the existing house has been removed from the site. The building crosses two blocks, both owned by Council. The building will house a Council Library, VIC and the relocated Calico Cottage.

The community building comprises two parts. There is an over-building that replicates, in modern materials (i.e. steel), the form of the existing bagged grain storage shed. The design is heavily influenced by the almost lace-like quality of the timber trusses on the existing shed. The proposed design for the community building, while similar in appearance, will not be as high.

Beneath this over-building (shed) the required spaces are provided in modules—bolt together, quick/efficient to build 'boxes'. These framed-up units use industrial looking steelwork with glazing between to the front. As the front will be facing north and can be protected from extensive sunlight by the overhanging building above, there is a high-level of glazing—announcing the library, Visitor Information Centre and Calico Cottage to the highway.

A separate "box" is located on the West of the building, separated by a breezeway. This module contains the amenities, as well as a function space & lockable display area. At the initial community consultation, the community told the project team that the new facility **must** incorporate both a verandah to the North, and a breezeway. The initial view was for the breezeway to separate the Calico Cottage and VIC from the Library facility. This was refined following the initial presentation of the architectural design to Council at the General Meeting 28 November 2018.

Resolution No. GM/11.2018/99

That:

- 1. The plans be developed further to combine the modules together as one unit under the shed structure.***
- 2. The plans include an above ground and on ground construction design option for the facility.***

The architectural design now shows the VIC, Library & Calico Cottage combined together as one unit, able to be operated by a single Council staff member if required. The breezeway has been retained due to its importance to the community. The module separated by the breezeway will provide a separate function space which can be used for Council or community meetings, functions or Calico Cottage bus tour groups, without impacting on the operation of the overall facility.

The building is proposed to be constructed above ground, on stumps. The architect has proposed that the site underneath the building is dug out by 600mm, so as not to trigger BCA requirements for handrails & ramps etc. The architect's proposal is to utilise the cut from the excavation to raise the building 150mm, in a gentle slope. The detailed design phase will determine complete BCA requirements, including drainage and footing design, and confirm costs. There is currently no budget allocated for the detailed design phase.

The building design allows for each area to operate separately through the use of operable walls; however, the building can be operated by a single person (Council staff member or Calico Cottage volunteer) as required. This will allow for greater support of the functions within the building, but still allow for each space to maintain its individuality.

At the initial community consultation, the community told the project team that it was of the utmost importance for Calico Cottage to maintain its own identity through the transition. The current Calico Cottage building is at capacity with its consigned goods, and is well known amongst travelers who make a point of stopping when passing through. The Calico Cottage group advised that a commercial kitchen was not required in the early stages, but agreed it should be allowed for within a future extension.

The Calico Cottage space has increased from its current area by approximately 25% to 135m². A covered carport for Calico Cottage volunteers has been included at the rear of the building, a request made by the volunteers during the construction of the fence around the existing grain shed.

Calico Cottage volunteers have provided feedback since the final community consultation, raising a variety of ideas that are best incorporated during the detailed design of the building. It is not the role of the Master Plan to describe specific shelving, display or table arrangements. However, the comments received have been noted within the Master Plan, for the attention of the detailed design.

Feedback received during the final consultation session on 4 March 2019 indicated that the community representatives were extremely happy with the overall design of

the building. Community members reiterated the importance of the breezeway and verandah, and were excited about how the design of the existing grain shed had been carried through the new building. Comments have been received through the feedback period regarding elements of the detailed design of the facility, these have been noted within the Master Plan report, and it is recommended that they be addressed during the detailed design phase of the project (no budget allocated).

It is recommended that Council receive and adopt the Wallumbilla Calico Cottage & Heritage Precinct Master Plan, noting that the facility design and internal layout of each area will be refined within the detailed design process.

The Wallumbilla Heritage Association have advised that they have procured three windmills as depicted within the Master Plan design for the parklands node. It is therefore also recommended that Council proceed with some of the low-cost improvements to the parklands node which will complement the work of the WHA in the 2019/20 budget deliberations process.

As noted in the previous Officer's Report on the Wallumbilla Calico Cottage & Heritage Precinct Master Plan, recommendations regarding future year budget inclusions will be presented to Council through the budget deliberation process by the Economic & Community Development department.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In June 2018, Council, through the Economic & Community Development Department, commissioned MAK Planning to undertake the Master Planning process for the Wallumbilla Calico Cottage & Heritage Precinct.

Initial community consultations were held with stakeholders including internal Council staff, Calico Cottage group, Wallumbilla Town Improvement Group, Wallumbilla Heritage Association and the Wallumbilla community in August 2018. Comments from these meetings were provided to Council at the General Meeting, 28 November 2018.

The updated architectural design & initial draft Master Plan Report were presented back to Council at the General Meeting, 27 February 2019. The initial cost estimate was provided to Councillors via email on 1 March 2019.

Resolution No. GM/02.2019/96

That Council:

- 1. Receive the first draft of the Wallumbilla Calico Cottage & Heritage Precinct Master Plan Report, including the second draft of the Wallumbilla Council facility architectural design.***
- 2. Receive the second draft of the Yuleba Cobb & Co Park Master Plan Report.***
- 3. Proceed with community consultation on 4 March 2019 to finalise each Master Plan, with the final plans to be brought back to Council for adoption.***

A final community consultation session was held with the Wallumbilla community, including representatives from the WTIG, WHA and Calico Cottage on 4 March 2019. The views from these meeting have been captured in the attached Master Plan Report. A summary of the comments received at the 4 March 2019 community consultation have been captured below.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under

consideration? (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

The Wallumbilla Calico Cottage, VIC and Library building design has been prepared based on the following standards:

- *QLD Public Library Standards and Guidelines - Library Building Standards.* Particularly with regard to the minimum floor area size.
- *QLD Visitor Information Signage Policy.* With regard to potential accreditation of the Visitor Information facility.

Building Code of Australia requirements will need to be adhered to throughout the detailed design and construction of the Council Facility.

It is likely that there will be other regulatory requirements which are identified in further planning stages of this project.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

N/A at this stage.

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the

funding body, any dates of critical importance or updates or approvals required)

Summary of comments: Wallumbilla Community Consultation Meeting 4 March:

- The six community members present at the meeting were happy with the direction of the Master Plan, particularly the design for the Council facility.
- Community confirmed that Calico Cottage is located on the East side of the Council facility, that there is a 3m deck at the front (North) of the building, and the deck sits largely underneath the roof of the shed.
- Community confirmed that they would like to see the shed roof trusses & roof of the modules be vermin proofed.
 - This can be determined during detailed design.
- Council and community confirmed that the Council facility has been designed so that one Council staff member can manage the entire facility if required. Representatives from Calico Cottage advised that Calico volunteers could assist with the running of the VIC on weekends if required.
- Community members commented that the building design is a really good starting point, and they are very happy with the design on the building.

- Community members noted that they do not want to lose momentum with the project, and would like to see progress continue.

Further feedback opportunities were available to the community via feedback forms located on the Council website, through the Wallumbilla Library and Yuleba Services Centre, or over the phone. Regular Facebook and email reminders occurred during the two week period; ten responses were received, the majority of which were overwhelmingly positive.

Survey answers (attached) have also been noted within the Master Plan. Where respondents have raised detailed design elements, these will be included within the detailed design phase of the project (not budgeted). Comments received from the owner of the historic Queens Theatre regarding the addition of a footpath to link the precinct with the Theatre have been incorporated within the plan.

Verbal feedback following the Wallumbilla Heritage Association Meeting on 11 March 2019 was also received by the Project Officer. This feedback indicated that the WHA members are happy with the plan, and excited to get started on the work associated with the Plan. The WHA have procured the three windmills depicted in the Plan, and are keen to get underway with the installation of various elements.

It is expected that the Wallumbilla Town Improvement Group members will formally endorse the Wallumbilla Calico Cottage & Heritage Precinct Master Plan at the WTIG meeting on 20 March 2019.

A copy of the second draft of the Wallumbilla Master Plan was provided to TMR via email on 17 February 2019, with three follow up emails sent. To date, no response has been received.

A copy of the second draft of the Wallumbilla Master Plan was provided to QR via email on 18 February 2019. Their comments included:

- *We have reviewed your draft master plan and as the proposed works are not on Queensland Rail land we have no objections to your proposal.*
- *The only time we will get involved is if there are any structural changes to the Heritage Grain Shed on the Rail Corridor.*

Council Staff have been consulted including:

- Team Leader, Towns & Surrounds (Yuleba / Wallumbilla / Jackson)
- Facility Lease Management & Housing Officer/Team Coordinator
- Regional Grants & Council Events Development Coordinator
- Regional Tourism Development Coordinator
- Regional Libraries, Arts & Culture Development Coordinator
- Manager Maintenance Delivery & Works
- Manager Economic & Community Development
- Manager Facilities
- Manager Program & Contract Management

Their comments have been included into the final draft of the Master Plan.

Council recommendations as noted in GM/11.2018/99 and GM/02.2019/96 have been incorporated into the second draft of the architectural design for the Wallumbilla Council facility.

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

It is anticipated that the Council facility in Wallumbilla will need to be externally funded. The recommendation from Regional Grants & Council Events Development Coordinator is that the commercial kitchen needs to be investigated with regard to economic viability, competition etc, and if positive, include the commercial kitchen within the final design as a priority for inclusion.

A commercial kitchen will provide potential employment and business opportunities, which will assist in securing external funding, and contribute the economic viability of the town. This will be discussed with the community during the community consultation & advice will be presented to Council during the finalisation of the Master Plan.

It is also recommended that the elements of the Wallumbilla Precinct be given a clear priority by Council as to how they will rank when compared to the many other regional projects, which are all competing for budget allocation and funding submissions.

It is anticipated that Community Groups will also seek grant funding for various elements of the Precinct's development.

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? ***Is this already included in the budget? (Include the account number and description).***

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

Costs for the Wallumbilla Heritage Precinct Master Plan and the Yuleba Cobb & Co Park Master Plan are included in this year's budget at a combined total of \$54,570 (W19629.2539.2001).

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

The estimated total construction cost for the Wallumbilla Calico Cottage & Heritage Precinct is \$2,899,700. This cost is exclusive of the detailed design and any other planning requirements of the project.

Table 1: Summary of cost report

Project Element	Estimated Cost
Site	\$341,200
Buildings	\$1,739,800
Landscaping	\$173,800
ESTIMATED TRADE COST SUBTOTAL (EXCL GST)	\$2,254,800
Preliminaries (8%)	\$180,400
Design Contingency (5%)	\$121,800
Construction Contingency (5%)	\$127,900
ESTIMATED CONSTRUCTION COST SUBTOTAL (EXCL GST)	\$2,684,900
Design & Project Management Fees (8%)	\$214,800
ESTIMATED DELIVERY COST TOTAL (EXCL GST)	\$2,899,700

This project will need to be delivered in stages, over a number of years. It is anticipated that Council will need to seek State or Federal Grants to contribute to the cost of this new facility.

Detailed design for the Wallumbilla Council Facility will need to be undertaken, for which there is not current budget allocation.

It is recommended that the low-cost improvements for the parklands and bagged grain storage shed node are included within the 2019/20 budget deliberations. This will allow the Wallumbilla Heritage Association to go ahead with the improvements and displays that they have in mind, and are starting to source objects.

Recommendations regarding future year budget inclusions following completion of the Master Plan will be presented to Council through the budget deliberation process by the Economic & Community Development department.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?

(Interested Parties Analysis - IS9001:2015)

The views of the Wallumbilla community members, Calico Cottage, Wallumbilla Heritage Association, and WTIG have been sought through two rounds of community consultation, including an online survey. These views have been captured in the attached Report.

The views of TMR have also been sought. To date, no response has been received.

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Community disagrees with Master Plan design	A risk exists that the community may disagree with the latest the Master Plan and its design direction. The involvement with Council and the Community (two

	<p>rounds of consultation sessions and a two week feedback) have been aimed at mitigating and reducing this risk. Detailed design will be required for the Council facility. Issues raised by the community have been noted within the Master Plan and by the Project Team for the detailed design period.</p> <p>It is not the role of the Master Plan to describe specific design details for individual displays, which also provides the community an opportunity to create their own vision within the overall design of the space.</p>
Poor public perception	<p>A risk exists that the community may set unrealistic expectations of the timeframes associated with delivering the project, which may leave Council open to scrutiny or poor public perception.</p> <p>The involvement with the Community during the consultation sessions has provided Council an opportunity to set expectations around the timeframes and funding requirements of delivering this project.</p>

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Council should adopt the Wallumbilla Calico Cottage & Heritage Precinct Master Plan based on the community consultation and endorsement by the Wallumbilla community members, including representatives of the WTIG, WHA and Calico Cottage.

Council should note the ideas raised throughout the feedback period regarding detailed design elements, and ensure these are incorporated within the detailed design.

If Council chooses to adopt the Wallumbilla Calico Cottage & Heritage Precinct Master Plan, it is recommended that Council proceed with low cost improvements to the parklands and bagged grain storage shed node in the 2019/20 budget deliberations.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That Council:

1. Receive and adopt the final draft of the Wallumbilla Calico Cottage & Heritage Precinct Master Plan; and

2. Include low-cost improvements to the parklands node and bagged grain storage shed node as part of the 2019/20 budget deliberations.

Link to Corporate Plan:




Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Support development of our local communities through planning, programs and events

4.11.3 Deliver community based programs, planning, projects and initiatives in partnership with our local groups including town development, indigenous, tourism, arts, cultural and heritage, sporting and recreation.

Supporting Documentation:

- | | | |
|---|--|-----------|
| 1 |  Wallumbilla Calico Cottage & Heritage Precinct Master Plan Report - FINAL Draft for Council Adoption - MAK Planning and Design | D19/22045 |
| 2 |  Wallumbilla Calico Cottage and Heritage Precinct Master Plan - Wallumbilla Community Consultation Session FINAL - Feedback 4 March 2019 - No contact details | D19/16449 |
| 3 |  Wallumbilla Calico Cottage & Heritage Precinct Master Plan - Summarised Online Feedback - No Names - March 2019 | D19/21786 |

Report authorised by:

Regional Grants & Council Events Development Coordinator

Manager - Economic & Community Development

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services



Wallumbilla Heritage Tourist Precinct master plan

MARCH 2019





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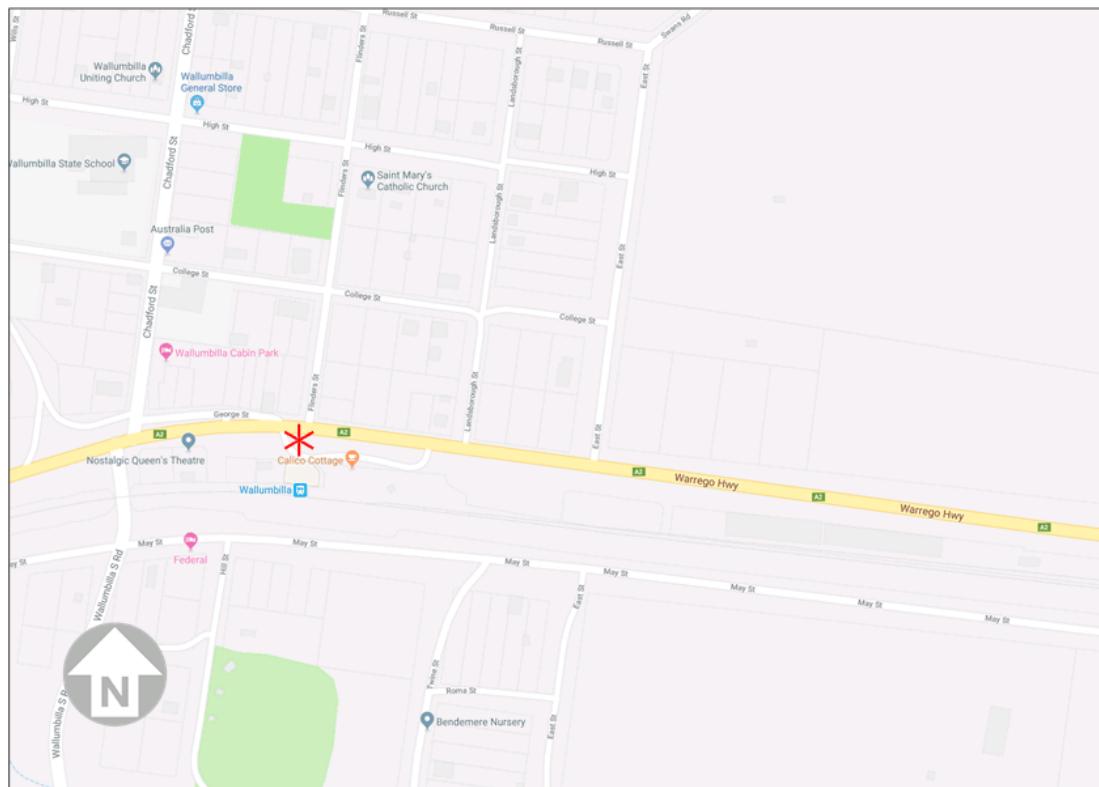
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Appendix 1: Costing Report

Appendix 2: Architectural Drawings for Community Building

Figure 1: Location of the Wallumbilla Heritage Tourist Precinct





1. Purpose and Outcomes

Maranoa Regional Council (MRC) commissioned the Wallumbilla Heritage Tourism Precinct Master Plan in response to requests from the local community and in advance of Council's own plans for improved community facilities in the township.

Wallumbilla Heritage Tourist Precinct is adjacent to the Warrego Highway (George Street) and is highly visible to passing traffic in the 60km/hr zone (see Figure 1). Wallumbilla Heritage Tourist Precinct is a narrow strip of parkland between the Warrego Highway and the railway line of approximately 50 metres.

Purpose of a Master Plan

A master plan provides a long-term vision for a park, reserve or precinct, identifying what it should look like and how it should function into the future. It establishes a strong and consistent direction, providing a framework for ongoing improvement.

It considers the interrelationship between:

- The current character and functionality of the landscape
- Public expectations and needs
- Emerging issues and trends
- The realities of the economic, social, environmental and legislative context of the time.

The result is a plan that balances needs across a range of often conflicting interests.

The Wallumbilla Heritage Tourist Precinct Master Plan is intended to provide the Maranoa Regional Council and the Wallumbilla community with a conceptual design framework for the future enhancement of the precinct. The master plan is a high-level plan and must be used in conjunction with further site investigation and detailed design work to achieve the best outcomes.

The Wallumbilla Heritage Tourist Precinct Master Plan:

- Provides a strategic framework for the future enhancement and/or development of the precinct that recognises the resources available to Maranoa Regional Council and the community.
- Identifies issues involved with the precinct and presents solutions to resolve or mitigate these issues.
- Introduces new activities and makes best use of available land through maximising precinct.
- Enhances the visitor/tourist or user experience.

A master plan does not provide a high level of detail. The details of any development are agreed in later stages of the design process. The design professionals will work with the client to agree the final designs and the detailed specifications.

Outcomes

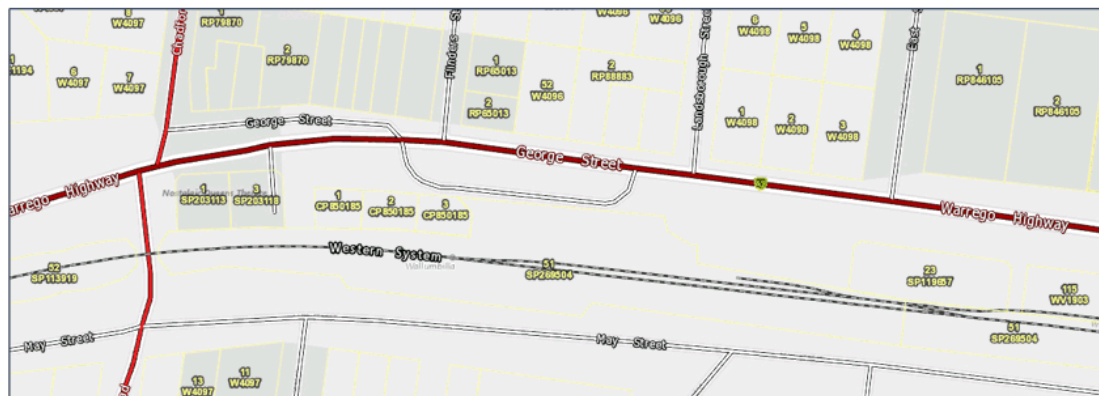
This master plan report provides Maranoa Regional Council with a costed plan that can be implemented over time as funds are received.

It will avoid ad hoc development that may result in a sub-optimal outcome. It does allow for staging and for significant community input.

Recommendations

1. Present the master plan to Maranoa Regional Council for endorsement and adoption.
2. Add the master plan to MRC's Capital Works Plan while concurrently seeking grant funds to construct various elements of the master plan.
3. Develop a long-term maintenance plan to assist maintenance budget planning.

Figure 2: Real property site boundaries





2. Site Context

Location and Context

The Wallumbilla Heritage Tourist Precinct, the master plan site, is located in the township of Wallumbilla in the Maranoa Regional Council district. The township has a population of approximately 200 people, including those living on farms in the catchment.

Located on the Warrego Highway it is situated approximately 42 kilometres east of Roma or 102 kilometres west of Miles.

The name "Wallumbilla" is reportedly the name of the pastoral run held by Charles Coxen. The name is presumed to come from the indigenous Mandandanji language and reportedly means wallu = plenty and billa = jew fish¹.

The town has a number of accommodation and food options. While a few tourists will stay in Wallumbilla, most of the campers stay at the Wallumbilla Showgrounds where camping fees are a voluntary donation paid at the Calico Cottage. The Wallumbilla Showgrounds are adjacent to the town on the western side.

There is a pathway, the Harry Thomson Way, linking across the railway line to the Federal Hotel and back to the Wallumbilla Showground where many campers stay.

Site Details

The property details for the subject site are shown in Table 1. Reference should also be made to Figure 2 and Figure 3 for the boundaries of each lot.

Table 1: Land ownership details

Lot	RP	Size (ha)	Ownership
1	CP850185	0.0802	Maranoa Regional Council
2	CP850185	0.0891	Maranoa Regional Council
3	CP850185	0.0841	Maranoa Regional Council
51	SP269504	64.8	Queensland Railways with a lease to Graincorp except MRC have a lease of the "Museum" area of the lot direct with Queensland Railways.
23	SP119657	0.3475	Queensland Rail Ltd
115	WV1903	2.165	Graincorp Ltd

In addition to the land shown in Table 1 substantial portions of road reserve make up the master plan site. For instance, the land between the three Council owned lots in the west and adjacent to Queens Theatre and Museum and the Warrego Highway is road reserve. This road reserve extends in front of Calico Cottage (encapsulating all the current car parking areas) and then broadens to include all the land between the Warrego Highway and the railway corridor up to the

¹ https://en.wikipedia.org/wiki/Wallumbilla,_Queensland

Figure 3: Site with property boundaries



trucking yards (see Figure 3).

The area that has been master planned, which is a mix of Council owned and controlled lots (including the Queensland Railways land) between Queens Theatre and Museum and the trucking yards, is approximately 1.9 hectares. The distance from Queens Theatre and Museum to the trucking yards is approximately 400 metres.

While the master plan design outlined later in this document does utilise the road reserve no substantial structures are shown on it. The design shows only landscaping, paths, car parks, historical displays (that can be relocated) and similar low-cost improvements.

Key Improvements

The key improvements on the site are:

1. The historic bagged grain storage shed adjacent to the railway line. This structure is very tall as bagged wheat was once stacked inside it and then loaded onto train wagons that pulled alongside. The building has recently had heritage style fencing put around its base so that the Wallumbilla Heritage Association can safely store machinery under cover. There is an old toilet under this building. It is no longer used, and the Wallumbilla Heritage Association is proposing to convert it to a slab-hut.
2. Two hexagonal² buildings of approximately 97m² (each) are half located under the grain storage shed (see Figure 4). A support post of the grain storage shed forms the central support post of the hexagonal buildings. At present, one building is used by the Calico Cottage and the other houses a display of historic items by the Wallumbilla Heritage Association.
3. The original Wallumbilla Railway Station was been relocated onto the site and is now used by the Wallumbilla Heritage Association. Until recently the building was used as the Council library.
4. Another building houses the historic Wallumbilla Fire Truck from 1934.
5. A residential house owned by MRC which is vacant. Council has resolved³ to remove the house to

² The hexagon shape is reportedly based on the design of a drill head used in the oil and gas industry. The buildings were originally to be an Oil and Gas Museum (under the Bendemere Shire Council) but this was abandoned when the Big Rig opened in Roma (under the Roma Town Council)

³ Resolution No. GM/02.2019/26 of 13/02/2019

Figure 4: The hexagonal shaped Calico Cottage built half under the bagged grain storage shed



accommodate the master plan.

6. A public toilet block with signage indicating two male cubicles, one female cubicle and a single PWD toilet for males/females and disabled.
7. A car park that is suited to longer vehicle combinations and buses. Between the car park and the Warrego Highway is a drain that has been lined with large rounded stones to give the impression of a dry creek bed.
8. Various monuments/memorials and historic displays. Inside the Wallumbilla Railway Station there is a display about the 1956 railway accident (see the information box below).
9. Two picnic shelters in the same hexagonal shape as the cottage buildings. A third picnic shelter of the same design is reportedly in storage.
10. The area near the cottage is irrigated but the grass does not grow well. It was referred to as "acid grass" during consultation and reportedly the phenomenon is getting worse.

Site Features

The site slopes gently from east to west but drains generally to the south.

The site is wedged between the Western Railway line and the Warrego Highway. While site width is variable, it averages approximately 50 metres wide.

The area that has been master planned extends from the Queens Theatre and Museum to the trucking yards, a distance of approximately 400 metres.

Site Issues Analysis

A site inspection was undertaken in late August 2018. The following are the key site issues that were noted:

- The site is bordered by the Warrego Highway, so it is highly visible to traffic. With two vehicle entrance points it is relatively easy for vehicles to stop and enter the car park if desired. Semi-trailer trucks can and do park on the road verge.
- There is a slip-lane for vehicles from the east, though there is no slip-lane for vehicles coming from the west.
- There is good signage on the Warrego Highway including the "i" sign, indicating tourist information.
- There are very few mature trees on the site. There are several close to the Warrego Highway between the car park and the road, while there are others inside the yard of the residential house.
- Bus Queensland pulls into the car park for dropping off or picking up passengers. There is no bus shelter for waiting passengers.
- Electricity and water infrastructure is in the precinct. Sewerage is treated by septic tank.
- To the east of the car park through to the trucking yards there is a major drain and a minor drain that can flood during rain events. They are often wet and muddy in the base for an extended period after rain.

A Council-provided report indicates that no asbestos has been detected in the Calico Cottage or the Heritage Centre.

A monument commemorates those who lost their lives when the "Westlander" and the "Western Mail" collided in 1956. It was erected in 2005 and officially unveiled on the 9th December 2006.

Five people died at Wallumbilla when the passenger train "The Westlander" ploughed head on into the stationary mail train. The Westlander which was heading for Charleville was supposed to go to a loop but ran straight into the front of the steam locomotive forcing it back 50 metres. Another 11 people were injured from the splintered wooden carriages of the mail train. The crew of both locomotives survived, and an official inquiry was told that the possible cause was fumes in the Westlander diesel affecting the driver and his off-sider. The inquest found that the crew were negligent but not criminally so, and no charges were laid.

Source: http://monumentaaustralia.org.au/themes/disaster/land_transport/display/92865-wallumbilla-rail-crash





3. Background Information

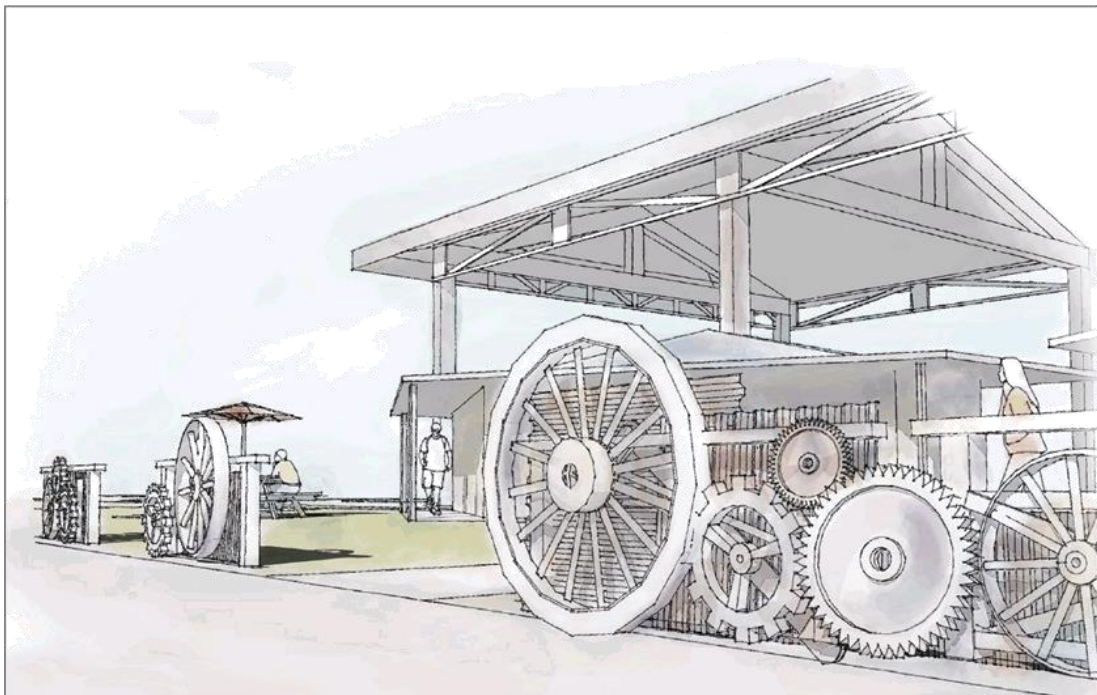
Literature Review

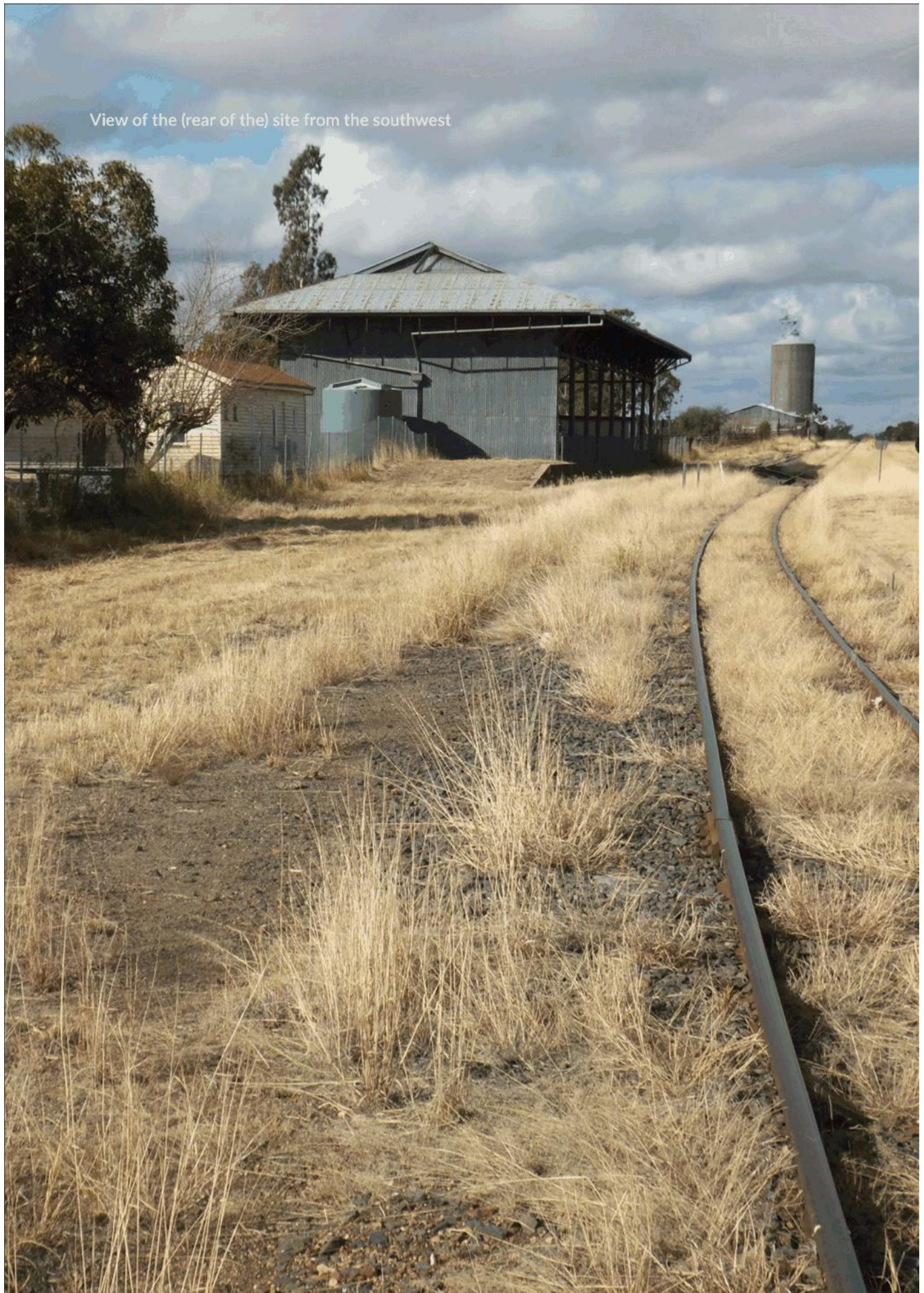
Maranoa Placemaking Strategy—Wallumbilla October 2011

The Placemaking Strategy for Wallumbilla was developed in 2011 with input from the community. The recent development of the town square adjacent to the hall has been driven by this document.

In terms of the Heritage Tourist Precinct the Strategy suggested only one improvement—a farm implement wall along the edge of the car park in front of Calico Cottage and the grain shed (see Figure 5).

Figure 5: Concept for a farm implement fence in front of Calico Cottage (from the Wallumbilla Placemaking Strategy)







4. Consultation

Consultation was undertaken with the stakeholder groups and the local community.

Calico Cottage

The Calico Cottage has been operating for over ten years from its current facility. The membership continues to grow, and younger members are joining in. A well-attended meeting (eight members) made the following comments in regard to the master plan:

- The Calico Cottage building is at capacity. It is very popular, particularly with the consigned goods. The Calico Cottage is well known among travellers who make a point of stopping when travelling through.
- A new building, about 20% larger than the current building is desired. It should be purpose-built to serve customers.
- The Council and Calico Cottage want to join forces in a new building to take pressure off the volunteers.
- Wallumbilla is the eastern gateway to the Maranoa.
- The new community building should offer some space for Council officers to meet clients or to work temporarily in Wallumbilla.
- The acid grass at the front of the Cottage never grows well despite all the water that is put on it. A nice green lawn would be more welcoming, particularly in the summer season. The area has been re-laid before but the acid grass always takes over. The irrigation often floods the telephone cable network taking out the service.
- Would like to see more tourist buses stopping.
- Add a picnic area to entice locals to use the facilities more (but it was also noted that the locals tend to use the park adjacent to the hall with its barbecues).
- The hexagonal tables and seats need renovation. The design, which replicates the hexagonal design of the Calico Cottage, is admired: it is just the upkeep that is required.
- The Wallumbilla Heritage Association is to take over the Calico Cottage, to allow an expansion of their activities, after the Calico Cottage relocates.
- The Calico Cottage must retain its own identity in any new building. There were mixed views on the need for dedicated undercover parking for the Cottage volunteers. More shade trees are needed though. It would be good to one day see the Queens Theatre and Museum as part of the precinct.
- When asked about the design of the new facility it was put to the group that perhaps they would like to see a building that made a statement the response was mixed but erred towards traditional and low key¹. Recorded comments are:
 - a new building with an old facade

¹ In the final wrap-up the group said that the building should make a "statement" somewhat at odds with these earlier comments

- do not want anything modern
- do not want anything over-extravagant
- physically attractive building
- Wallumbilla has a history of soldier settlement—corrugated iron but modern.
- Make a statement through the Precinct. Craft and history can be appealing. People will stop where there is something to interest them.
- A commercial kitchen is not required at this stage but allow for its later inclusion in the design.
- The existing public toilets will probably be too far away when the new building is in use.
- Provide more tourist signage along the highway.
- A small function room for up to 60 people (a bus group). Could also be used for Devonshire teas and local physical activity classes.
- Children's playground—could be nature play.

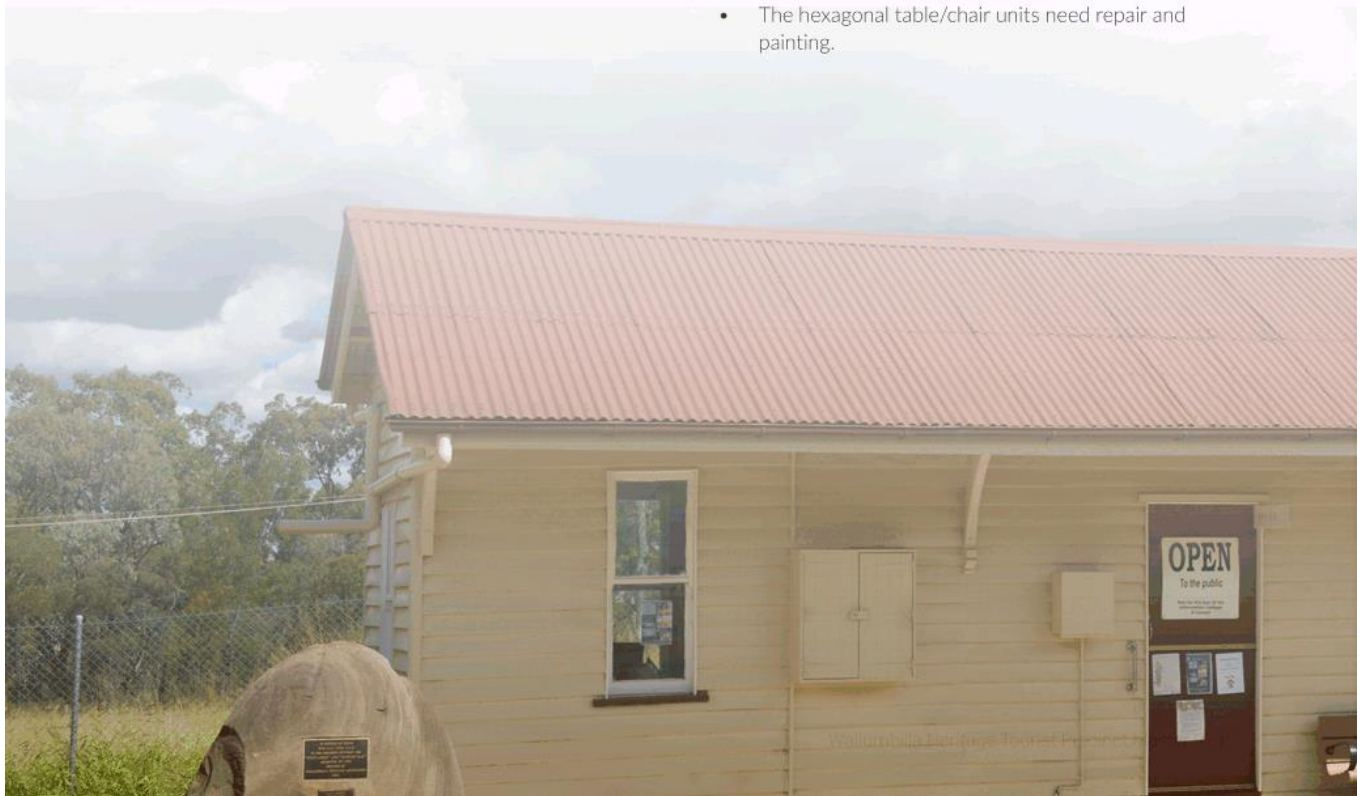
In summary the themes from the meeting were:

- Agree with the need for a multi-purpose centre
- Design needs to make a statement
- Future-proof the design—commercial kitchen, operable walls, function area or verandah
- Family-oriented space—playground and barbecue
- Shade or protected area for staff car parking.

Wallumbilla Town Improvement Group

A small group of people made the following comments:

- To get people to stop the venue must have good parking.
- The railway motor from the crash is in a museum in South Australia.
- Link the heritage buildings under the grain shed to the Queens Theatre and Museum. All buildings to be part of the link.
- Have old machinery displayed to the trucking yards.
- Make it more exciting for children—nature play.
- Improve the seating.
- Consider artificial grass.
- Start the precinct at the grain silos and tell a story as you move along—grain, cattle, machinery, history, arts and crafts, information.
- Paint the facades of the private buildings fronting the highway in traditional colours.
- Link to Harry Thomson Way and create more walking paths around the town.
- If the multi-purpose building is new, then it needs to look old. Will need a verandah. Queenslander or Shearers' Quarters style. Must be functional and look good.
- The old toilet under the grain storage shed should be converted to a log cabin.
- The hexagonal table/chair units need repair and painting.



Wallumbilla Heritage Association

A well-attended Wallumbilla Heritage Association meeting (12 people) made the following comments:

- The trucking yards must be protected and not be allowed to be sold off by Queensland Railways (QR)
- The precinct must start at the trucking yards, or before, otherwise visitors will miss the Precinct.
- Additional car parking will be needed.
- Can we paint the silos?
- Group liked the Ilfracombe machinery display.
- Fully support the need for a new multi-purpose building.
- If the Calico Cottage moves to the new building the Association will step up and roster on volunteers for opening the museum.
- Will make the old toilet (under the grain shed) into a slab hut.
- There may still be some space under the grain shed for volunteer car parking even after the display goes in.
- The multi-purpose building needs to be similar to existing buildings: nothing fancy. Needs a verandah.

Queens Theatre and Museum

The owner of the Queens Theatre and Museum met with the project team and is supportive of the planning of the Heritage Precinct. At this point they are not in a position to open their facility to the public.

Community Consultation

A community meeting was held with approximately twelve people in attendance. The thoughts and comments of the meeting are summarised below:

- Prefer a design that is heritage with a verandah at the front and/or a central courtyard
- Keep the trees between the car park and the highway
- Would prefer a new building rather than trying to retrofit old buildings that will always be a compromise. It was suggested that the design could be as simple as a shearer's quarters with three roughly equal spaces with the middle space being a breezeway.
- Children's play area and new public toilets (in the building). The play area may be nature play or something a bit different. A sensory trail rather than a playground was suggested.
- Artificial turf rather than the acid grass might need to be used.
- Paint the silos, trucking yards, machinery and windmill as early warning of the approaching Heritage Precinct (travelling from the east).
- Keep Calico Cottage's identity: it is known all across Australia.

The draft master plan was put on public display and was also presented to a community meeting. The comments received all concerned matters that will be considered in the detailed design stage (e.g. an after-hours library return slot or a hand washing basin).

State Agencies

The draft master plan report was sent to the Department of Transport and Main Roads and Queensland Railways for comment. Queensland Railways advised that they had no objection, noting that the "only time we will get involved is if there are any structural changes to the Heritage Grain Shed on the Rail Corridor" No response was received from the Department of Transport and Main Roads.



Bus Queensland stopping for passengers





5 Master Plan

Vision

To create a parkland along the Warrego Highway that arrests travellers; making them stop in Wallumbilla to learn about its history and enjoy the local tourist attractions as well providing quality community facilities for local residents and visitors.

Design Principles

A number of design principles have influenced the development of the master plan:

Landscape

- Producing a strong and well-defined built and landscape framework to ensure that the site is integrated with its space.
- Creating a sense of place through a space with its own identity and dynamic social opportunities reflecting the history of the site and the district.
- Ensuring that users are secure and feel safe.

Facilities

- The new community facilities have been designed to reflect and complement the historic railway buildings' architecture while being cost-effective to build and functional in their use.
- A range of facilities and opportunities to entice people to explore the Wallumbilla and Maranoa district; not rushing on to their next destination.
- Recognising that maintenance is the biggest long-term cost so all new facilities are to use low maintenance materials to support many generations of use.

Management

The master plan incorporates the Calico Cottage, Wallumbilla Heritage Association as well as council provided library and visitor information services.

Calico Cottage has in place excellent management arrangements and it is expected that these will transfer to the new location relatively easily.

The Wallumbilla Heritage Association has relied on the Calico Cottage to open its venue for tourists when no one has been in attendance. With Calico Cottage relocating to the new facility, the Association will need to be more self-reliant in opening and managing the museum facility. The Association is aware of this requirement, but will need to action it in due course.

Master Plan

A master plan has been prepared for Wallumbilla Heritage Tourist Precinct and it can be found at Figure 7. Various perspectives, that show the master plan as it would look when developed, can be found at Figure 8 through to Figure 11.

Key Elements

The Wallumbilla Heritage Tourist Precinct is essentially three interconnected nodes—the community building node, the Bagged Grain Storage Node and the Parklands Node. Each node is described below.

Community Building Node

This node is new. The node extends from the western side of the existing railway station to the boundary with Queens Theatre and Museum.

The site has an elevated house on it that is currently vacant. The house is owned by Council. Adjacent to the house is a vacant block also owned by Council.

There is a wide road reserve to the highway as well as an unformed road that crosses the railway line. Major buildings have been kept within the property boundaries with only car parking and landscaping on the road reserve.

Within this node the anchor development is a community building for a MRC library, a Visitor Information Centre and a relocated Calico Cottage (see Figure 11).

The community building comprises two parts. There is an over-building that replicates, in modern materials (i.e. steel), the form of the existing bagged grain storage shed. The design is heavily influenced by the almost lace-like quality of the timber trusses. The proposed design for the community building, while similar in appearance, will not be as high.

Beneath this over-building (shed) the required spaces are provided in modules—bolt together, quick/efficient to build 'boxes'. These framed-up units use industrial looking steelwork with glazing between to the front. As the front will be facing north and can be protected from extensive sunlight by the overhanging building above, there is a high-level of glazing—announcing the library, Visitor Information Centre and Calico Cottage to the highway.

The design is also easy to extend to the east if required in the future for new functions—simply add on another module.

To construct the facility, it will involve the removal of the existing dwelling and use of the vacant land.

Car parking is provided on the road reserve at the front of the building. Signage will discourage car and caravan units from entering (they are to park in the existing car park in front of the historic bagged grain storage shed). Select landscaping that provides some shade, while not obscuring the views from the highway, is provided.

For staff of the Calico Cottage a simple double car port is provided for car parking.

Within the modules the design allows for each area to operate separately if required by closing operable walls. The Library and the Visitor Information Centre have been designed so that one staff member can serve customers in both areas. The library meets minimum size as specified by the State Library of Queensland. Within this space is also a small open plan office for Council staff to work or meet with clients where their office is elsewhere.

The Calico Cottage has its own space of approximately 135m². While a Council staff member could operate the space if required this will be at the discretion of the Calico Cottage. The space assumes that at most times the Cottage will be staffed by volunteers.

There is a separate amenity building. It is separated from the Library by a breezeway. Part of this building will be dedicated to a display area and will incorporate a small function space. The function and display areas can be joined together when required by opening an operable wall.

All areas open on to a wide deck and broad ramp to the car park.

Bagged Grain Storage Shed Node

The major infrastructure in this node does not change markedly. There are no structural changes to the historic bagged grain storage shed, the two hexagonal cottages, the public amenities, the Wallumbilla Railway Station or the fire engine shed.

The most significant changes are to the car park: it will be marked for car and caravan parking though some new car only parking is lined near the existing public amenities. There will also be bus stops with shelters for east and west bound buses. The short road between the car park and the bagged grain shed is to be bitumen.

The grassed areas in front of the hexagonal buildings and the car park is to be replaced with artificial grass and paving. The paving will be concentrated around the refurbished hexagonal picnic shelters. The use of artificial grass is in response to the acid grass issue and the inability to maintain grass cover in this area despite the irrigation that is installed. The three hexagonal picnic shelters are to be refurbished and reinstated.

Parklands Node

The parklands node extends from the bagged grain storage shed through to the trucking yards.

The focus in this node is creating an attractive open space area to exhibit historic agricultural and mining equipment.

Three windmills will catch the eye of travellers encouraging them to stop. The three windmills should be interesting; typically, with either a large wheel or exotic blades with one at least on a tall tower (see Figure 6). Travellers from the east, in particular, will see them as they arrive in Wallumbilla and can take them as an early warning of an interesting parkland ahead. A path will wind through and around the windmills and equipment will be set out on concrete pads at regular intervals.

Note: the machinery shown in the master plan as static

displays is only for illustrative purposes. Local machinery should be sourced. Machinery needs to be genuinely interesting, preferably rare and with an interesting back story.

There are several drainage lines in this node. These will be filled with small boulders and a limited amount of shrub vegetation to give the impression of a dry creek bed that is typical in this part of the Maranoa.

The existing amenities block is retained.

Lighting

Minimal lighting, for safety only, is provided near the roads and car park.

Figure 6: A large-wheeled Comet windmill at the entrance to Toowoomba Showground



Figure 7: Wallumbilla Heritage Tourist Precinct Master Plan



Master Plan Key

- | | | |
|--|---|---|
| 1. New community facility building | 6. Bus stop for east-bound buses | 11. Three windmills between the trucking yards and the bagged grain storage shed |
| 2. New car park (cars only). Larger rigs are to park in the existing car park (see #7) | 7. Existing car park to be lined for car and caravan rigs as well as several new car parks at the eastern end | 12. A path meandering through static displays of historic agricultural and mining machinery |
| 3. Connecting path to Queens Theatre | 8. The area in front of the cottages is to be a mix of artificial grass and paving | 13. Drainage lines are rock-filled with intermittent shrub vegetation reminiscent of dry creek beds |
| 4. Car port for Calico cottage volunteers | 9. Existing amenities to be retained. | |
| 5. Artificial grass lawn to Museum buildings incorporating a bus stop for west-bound buses | 10. The historic grain storage shed, and the two cottages are to form the Wallumbilla Heritage Association facilities | |



Figure 8: Wallumbilla Heritage Tourist Precinct perspective from the north



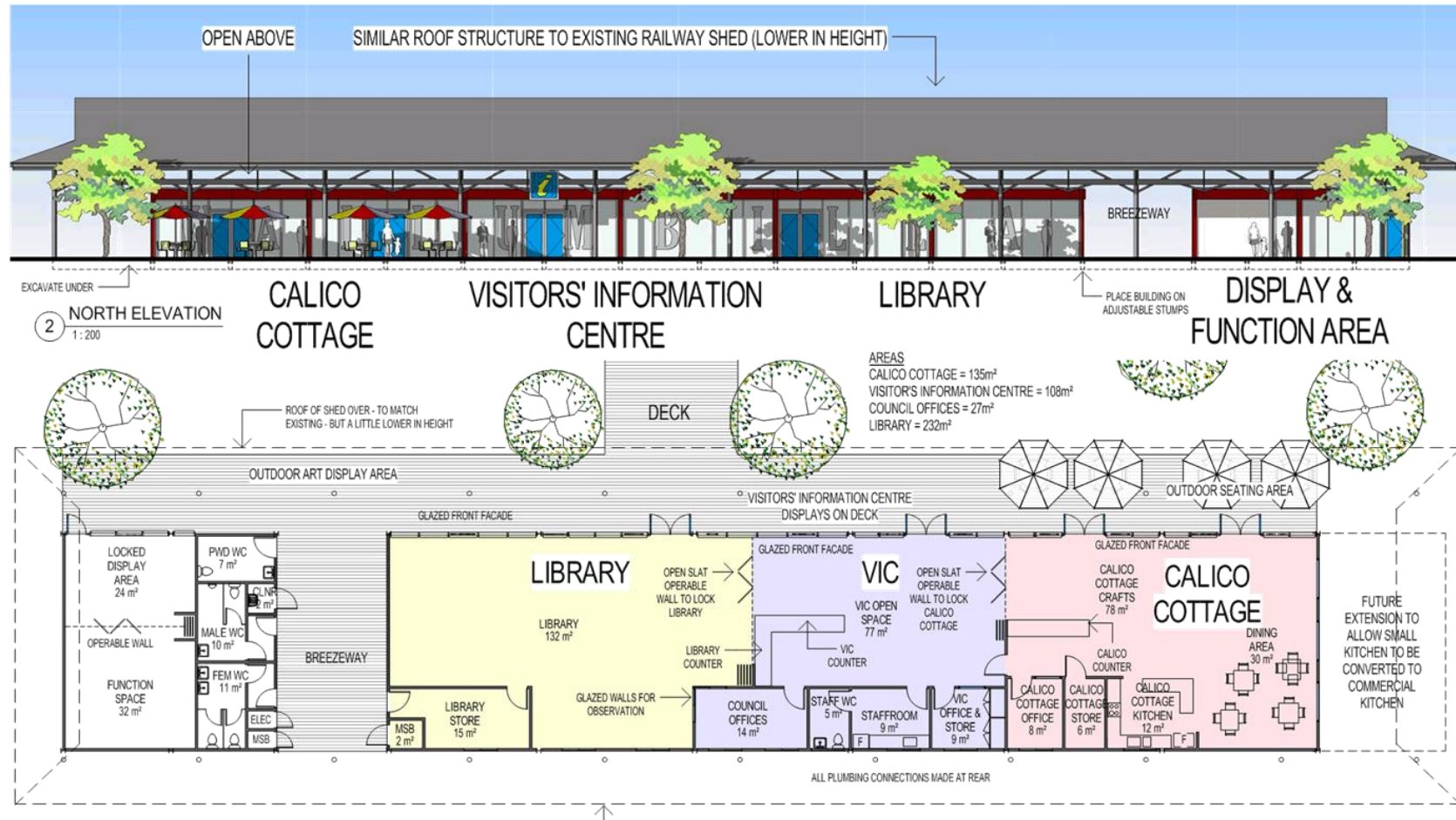
Figure 9: Wallumbilla Heritage Tourist Precinct perspective from the north-west



Figure 10: Wallumbilla Heritage Tourist Precinct perspective from the south-west



Figure 11: Architectural plan for new community building (see also Appendix 2)



Project Costing

Capital Cost¹

The master plan, along with detailed instructions was sent to quantity surveyors, Wilde and Woollard, for costing. The full report is attached at Appendix 1 with a summary produced here.

The Cost Plan includes trade costs, head contractor's preliminaries, design contingency, construction contingency and design & project management fees. Costs exclude GST.

The estimated total construction cost for the Wallumbilla Heritage and Tourist Precinct is \$2,899,700 excluding GST as summarised in Table 1.

Maintenance

The new facility will have a low-cost of maintenance as the materials used are, generally, not likely to wear or deteriorate in the first ten years. Any maintenance in the first year after construction should be covered by the builder's warranty.

Advice obtained from an asset maintenance planner is that an average of 0.5%–1% of the capital cost should be budgeted per annum over 10 years for maintenance. On the capital cost prepared, this would average about \$15,000 to \$30,000 per year for ten years. The maintenance costs are likely to be greater in later years as would be expected. A maintenance plan should be developed which will help refine the budget allocation.

Staging

There is significant scope to stage the project. The community building is a high priority and should be funded quickly if funds are available.

However, as many of the items will attract grant funding the staging must also react to funding opportunities so items that appear "down the order" may be built ahead of other items, if funds become available through a grant scheme. The staging plan must be dynamic and respond to funding opportunities as they arise.

¹ All prices quoted are ex-GST

Table 1: Summary of cost report

Project Element	Estimated Cost
Site	\$341,200
Buildings	\$1,739,800
Landscaping	\$173,800
ESTIMATED TRADE COST SUBTOTAL (EXCL GST)	\$2,254,800
Preliminaries (8%)	\$180,400
Design Contingency (5%)	\$121,800
Construction Contingency (5%)	\$127,900
ESTIMATED CONSTRUCTION COST SUBTOTAL (EXCL GST)	\$2,684,900
Design & Project Management Fees (8%)	\$214,800
ESTIMATED DELIVERY COST TOTAL (EXCL GST)	\$2,899,700



Appendix 1: Costing Report



WALLUMBILLA HERITAGE TOURIST PRECINCT MASTER PLAN

Cost Plan Report

28 February 2019

Wilde and Woollard (Qld) Pty Ltd
Level 14, 241 Adelaide Street, Brisbane QLD 4000
T (07) 3368 3050 www.wildeandwoollard.com





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Revision Information			
Revision:	Date:	Document Description:	Approved for issue
1	28/02/2019	Budget Estimate	John Waterworth – Director



1. COST SUMMARY

The Cost Plan has been developed based on the Bill of Quantities provided by MAK Planning and Design and the Architectural drawings prepared by Chris Pritchett - Architect.

The scope of works includes:

- Site
- Buildings
- Landscaping

The Cost Plan includes trade costs, head contractor's preliminaries, design contingency, construction contingency and design & project management fees. Costs exclude GST.

The estimated total Construction Cost for the above-mentioned scope of works amounts to **\$2,899,700 excluding GST** as summarised below:

PROJECT ELEMENT	ESTIMATED COST \$
Site	341,200
Buildings	1,739,800
Landscaping	173,800
ESTIMATED TRADE COST SUBTOTAL (EXCL GST)	2,254,800
Preliminaries (8%)	180,400
Design Contingency (5%)	121,800
Construction Contingency (5%)	127,900
ESTIMATED CONSTRUCTION COST SUBTOTAL (EXCL GST)	2,684,900
Design & Project Management Fees (8%)	214,800
ESTIMATED DELIVERY COST TOTAL (EXCL GST)	2,899,700

Refer to the attached cost plan for further details of works included within the total estimated construction cost.



2. BASIS OF THE ESTIMATE

The basis of the cost plan is the documentation supplied and issued by the consultant team. We have reviewed the Bill of Quantities and the Architectural drawings and included for all costs we consider appropriate.

Rates used in the Cost Plan are derived from recent similar projects.

3. INCLUSIONS

The Cost Plan includes for the following:

- Trade Works
- Head Contractor's Preliminaries (8%)
- Design Contingency (5%)
- Construction Contingency (5%)
- Design & Project Management Fees (8%)

4. EXCLUSIONS

The following are excluded from the Cost Plan:

- Windmills
- Escalation
- Latent conditions

5. KEY COST ASSUMPTIONS

The Cost Plan is based on the information on the Bill of Quantities and the Architectural drawings. Where possible the cost plan includes for additional allowance to cover the scope of works, however these costs are preliminary only as this is just a Master Plan. The cost will be refined once design has been further developed and provided to us.



APPENDIX A: DETAILED COST PLAN

SUMMARY



Project: Wallumbilla Heritage Precinct	Details: Wallumbilla Master Plan - Feb 2019
Building: Wallumbilla Heritage Tourist Precinct Master Plan	

Aut oco de	Trade Description	Quantity	Unit	Rate	Total
	WALLUMBILLA HERITAGE TOURIST PRECINCT MASTER PLAN				
	<u>Site</u>				
1	Concrete base to farm equipment display (4m x 8m)	15	no	5,000.00	75,000
2	Bus stops including concrete slab and shelter (2m x 6m)	2	no	10,300.00	20,600
3	New pavement to Carpark including excavation, proof roll and trimming, base courses and bitumen	1,227	m2	110.00	134,990
4	Unsealed gravel pavement to Driveway including excavation, proof roll and trimming, base course and wearing course	92	m2	75.00	6,926
5	1500 wide concrete footpath including N25 concrete, thickening at edge, fabric reinforcement, joints, broom finish etc	329	m2	100.00	32,900
6	Allow for gravel bed to dry creek	1,639	m2	15.00	24,579
7	1500 wide Pedestrian Bridge over dry creek including piling, posts, bridge framing and deck, balustrades	16	m	2,700.00	43,200
8	Refurbishment of three picnic tables	1	item	3,000.00	3,000
					341,194
	<u>Buildings</u>				
9	New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities)	1	item	1,721,820	1,721,820
10	Windmills	3	no		EXCL
11	Double carport for Calico Cottage volunteers including concrete slab	1	item	12,000.00	12,000
12	Signage	1	item	6,000.00	6,000
					1,739,820
	<u>Landscaping</u>				
13	Shrubs to equipment display	287	m2	45.00	12,921
14	New trees to footpaths and parking	24	no	200.00	4,800
15	Artificial grass including excavation, 150 thick CBR subbase, crusher dust	892	m2	175.00	156,100
					173,821
	TRADE WORKS SUBTOTAL				2,254,835
16	Preliminaries (8%)				180,387
17	Design Contingency (5%)				121,761
18	Construction Contingency (5%)				127,849

SUMMARY



Project: Wallumbilla Heritage Precinct		Details: Wallumbilla Master Plan - Feb 2019			
Building: Wallumbilla Heritage Tourist Precinct Master Plan					
Aut oco de	Trade Description	Quantity	Unit	Rate	Total
19	Escalation				EXCL
	TOTAL CONSTRUCTION COST (EXCL GST)				2,684,832
	<u>NON-CONTRACT COSTS</u>				
20	Design & Project Management Fees (8%)				214,787
	TOTAL CONSTRUCTION COST (EXCL GST)				2,899,619

BUILDING WORKS BREAKDOWN



Project: Wallumbilla Heritage Precinct	Details: Wallumbilla Master Plan - Feb 2019
Building: Wallumbilla Heritage Tourist Precinct Master Plan	

Item No.	Item Description	Quantity	Unit	Rate	Total
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New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities)

	<u>New Community Facility Building</u>				
1	Substructure	788	m2	334.00	263,191
2	Columns	1,050	m2	45.00	47,250
3	Roof	1,560	m2	338.10	527,430
4	External Walls	312	m2	225.19	70,260
5	Windows	145	m2	626.55	90,850
6	External Doors	36	m2	800.00	28,800
7	Internal Walls	312	m2	295.00	92,040
8	Internal Screens	27	m2	377.78	10,200
9	Internal Doors	21	m2	571.43	12,000
10	Wall Finishes	839	m2	16.29	13,665
11	Floor Finishes	765	m2	147.75	113,025
12	Ceiling Finishes	486	m2	126.17	61,320
13	Fitments	511	m2	85.62	43,750
14	Hydraulics Services	511	m2	133.09	68,009
15	Mechanical Services	511	m2	41.52	21,218
16	Fire Protection	511	m2	43.41	22,181
17	Electrical Services	788	m2	111.27	87,679
18	Communications	511	m2	46.13	23,570
19	Security Services	511	m2	35.88	18,333
	Building Subtotal	788	m2	2,049.20	1,614,770
	<u>Site Works</u>				
20	Site Preparation				92,050
21	External Services				15,000
	Site Works Subtotal				107,050

**New community facility building (MRC Library,
Visitor Information Centre, relocated Calico
Cottage, Display Area and Amenities) TOTAL**
1,721,820

BUILDING WORKS BREAKDOWN



Project: Wallumbilla Heritage Precinct	Details: Wallumbilla Master Plan - Feb 2019
Building: Wallumbilla Heritage Tourist Precinct Master Plan	

Item No.	Item Description	Quantity	Unit	Rate	Factor	Total
----------	------------------	----------	------	------	--------	-------

New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities)

Substructure

	SHED (INCL BUILDINGS)					
	<u>Footings</u>					
1	Column footings under building - assume 400 x 800 deep including concrete, formwork, reo, detailed excavation	50	no	750.00		37,500
2	Steel stub columns under building approx 600 high	50	no	600.00		30,000
3	Extra over for caps and baseplates	50	no	350.00		17,500
4	Chemical anchors	100	no	75.00		7,500
5	Fixings for connection between column and raised building	100	no	50.00		5,000
6	Allow for termite treatment	1	item	1,500.00		1,500
	<u>Suspended Slab</u>					
7	Structural steel floor framing comprising joist, bearer, fixings etc	788	m2	150.00		118,200
8	Structural ply floor covering to building area fixed to floor framing including nail plates, fixings etc	511	m2	90.00		45,990

Substructure TOTAL

263,190

Columns

	SHED					
9	Columns based on Shed roof area	1,050	m2	45.00		47,250

Columns TOTAL

47,250

Roof

	SHED					
10	Metal roof sheeting to match existing Bagged Grain Storage Shed	1,050	m2	65.00		68,250
11	Structural steel roof framing with timber trusswork shed inspired design to match existing Bagged Grain Storage Shed	1,050	m2	275.00		288,750
12	Hip capping	47	m	75.00		3,525
13	Ridge capping	60	m	75.00		4,500
14	Eaves capping	184	m	75.00		13,800
15	Eaves gutter	163	m	85.00		13,855
16	Downpipes (Assume 6 no.)	31	m	125.00		3,875

BUILDING WORKS BREAKDOWN



Project: Wallumbilla Heritage Precinct	Details: Wallumbilla Master Plan - Feb 2019
Building: Wallumbilla Heritage Tourist Precinct Master Plan	

Item No.	Item Description	Quantity	Unit	Rate	Factor	Total
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New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities)

(Continued)

Roof

(Continued)

17	Connection to stormwater	6	no	50.00		300
	LIBRARY/ VIC/ CALICO COTTAGE BUILDING					
18	Metal roof sheeting	415	m2	65.00		26,975
19	Sarking and insulation	415	m2	20.00		8,300
20	Structural steel roof framing	415	m2	150.00		62,250
21	Barge capping	104	m	75.00		7,800
	DISPLAY AREA/ FUNCTION SPACE/ AMENITIES BUILDING					
22	Metal roof sheeting	95	m2	65.00		6,175
23	Sarking and insulation	95	m2	20.00		1,900
24	Structural steel roof framing	95	m2	150.00		14,250
25	Barge capping	39	m	75.00		2,925

Roof TOTAL527,430External Walls

26	External Walls have been measured over all door and window openings (Except for full height windows or screens)		Note			
	LIBRARY/ VIC/ CALICO COTTAGE BUILDING					
27	External wall comprising metal wall cladding, stud wall framing, insulation and sisalation	204	m2	180.00		36,720
28	Plasterboard wall lining to internal face of external wall	204	m2	40.00		8,160
29	Extra for fibre cement lining to wet areas	6	m2	10.00		60
30	Flashing to external walls	13	m	35.00		455
	DISPLAY AREA/ FUNCTION SPACE/ AMENITIES BUILDING					
31	External wall comprising metal wall cladding, stud wall framing, insulation and sisalation	109	m2	180.00		19,620
32	Plasterboard wall lining to internal face of external wall	109	m2	40.00		4,360
33	Extra for fibre cement lining to wet areas	43	m2	10.00		430
34	Flashing to external walls	13	m	35.00		455

External Walls TOTAL70,260

BUILDING WORKS BREAKDOWN



Project: Wallumbilla Heritage Precinct	Details: Wallumbilla Master Plan - Feb 2019
Building: Wallumbilla Heritage Tourist Precinct Master Plan	

Item No.	Item Description	Quantity	Unit	Rate	Factor	Total
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New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities)

(Continued)

Windows

	LIBRARY/ VIC/ CALICO COTTAGE BUILDING					
35	Refer to External Door for Glazed Door		note			
	<u>Aluminium Framed Glazed Wall</u>					
36	Glazed wall - 2700 high	97	m2	650.00		63,050
	<u>Aluminum Framed Fixed Glazing</u>					
37	Fixed glazing to dining area - allow 2700 high	15	m2	550.00		8,250
	<u>Aluminium Framed Window</u>					
38	Sliding window - allow 1200 high	19	m2	550.00		10,450
	DISPLAY AREA/ FUNCTION SPACE/ AMENITIES BUILDING					
39	Refer to External Door for Glazed Door		note			
	<u>Aluminium Framed Glazed Wall</u>					
40	Glazed wall - 2700 high	14	m2	650.00		9,100

Windows TOTAL90,850External Doors

	LIBRARY/ VIC/ CALICO COTTAGE BUILDING					
	<u>Aluminium Framed Glazed Door</u>					
41	Double glazed door, frame and hardware	4	no	3,500.00		14,000
	<u>External Core Door</u>					
42	Single solid core door including frame, hardware and paint finish	2	no	1,500.00		3,000
	DISPLAY AREA/ FUNCTION SPACE/ AMENITIES BUILDING					
	<u>Aluminium Framed Glazed Door</u>					
43	Single glazed door, frame and hardware	1	no	2,800.00		2,800
	<u>External Core Door</u>					
44	Single solid core door including frame, hardware and paint finish	6	no	1,500.00		9,000

External Doors TOTAL28,800Internal Walls

45	Internal Walls have been measured over all door and window openings (Except for full height windows or screens)		Note			
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BUILDING WORKS BREAKDOWN



Project: Wallumbilla Heritage Precinct	Details: Wallumbilla Master Plan - Feb 2019
Building: Wallumbilla Heritage Tourist Precinct Master Plan	

Item No.	Item Description	Quantity	Unit	Rate	Factor	Total
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New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities)

(Continued)

Internal Walls

(Continued)

	LIBRARY/ VIC/ CALICO COTTAGE BUILDING					
	<u>Partition Wall</u>					
46	Internal framed partition comprising stud framing, insulation and platerboard lining to both sides	168	m2	150.00		25,200
47	Extra for fibre cement lining to wet areas	23	m2	10.00		230
	<u>Internal Operable Wall</u>					
48	Operable wall	33	m2	950.00		31,350
49	Extra for acoustic treatment above ceiling	12	m	200.00		2,400
	DISPLAY AREA/ FUNCTION SPACE/ AMENITIES BUILDING					
	<u>Partition Wall</u>					
50	Internal framed partition comprising stud framing, insulation and platerboard lining to both sides	95	m2	150.00		14,250
51	Extra for fibre cement lining to wet areas	126	m2	10.00		1,260
	<u>Internal Operable Wall</u>					
52	Operable wall	17	m2	950.00		16,150
53	Extra for acoustic treatment above ceiling	6	m	200.00		1,200

Internal Walls TOTAL92,040Internal Screens

	LIBRARY/ VIC/ CALICO COTTAGE BUILDING					
	<u>Internal Glazing</u>					
54	Internal glazed wall to Offices - allow 2100 high	12	m2	550.00		6,600
	DISPLAY AREA/ FUNCTION SPACE/ AMENITIES BUILDING					
	<u>Toilet Partition</u>					
55	Toilet partition including wall panels, door and all hardware	3	no	1,200.00		3,600

Internal Screens TOTAL10,200Internal Doors

	LIBRARY/ VIC/ CALICO COTTAGE BUILDING					
56	Single solid core door including frame, hardware and paint finish	8	no	1,200.00		9,600
	DISPLAY AREA/ FUNCTION SPACE/ AMENITIES BUILDING					

BUILDING WORKS BREAKDOWN



Project: Wallumbilla Heritage Precinct	Details: Wallumbilla Master Plan - Feb 2019
Building: Wallumbilla Heritage Tourist Precinct Master Plan	

Item No.	Item Description	Quantity	Unit	Rate	Factor	Total
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New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities) (Continued)

Internal Doors (Continued)

57	Refer to Internal Screens for doors to toilet cubicle		note			
58	Single solid core door including frame, hardware and paint finish	2	no	1,200.00		2,400

Internal Doors TOTAL 12,000

Wall Finishes

	LIBRARY/ VIC/ CALICO COTTAGE BUILDING					
	<u>Paint Finish</u>					
59	Paint to internal face of external wall	204	m2	15.00		3,060
60	Paint to internal wall lining	336	m2	15.00		5,040
	<u>Other</u>					
61	Splashback to kitchen & staff room	9	m2	120.00		1,080
	DISPLAY AREA/ FUNCTION SPACE/ AMENITIES BUILDING					
	<u>Paint Finish</u>					
62	Paint to internal face of external wall	109	m2	15.00		1,635
63	Paint to internal wall lining	190	m2	15.00		2,850

Wall Finishes TOTAL 13,665

Floor Finishes

	SHED					
64	Timber decking to outdoor area fixed on steel framing including nail plates, fixings etc	280	m2	200.00		56,000
65	Allow for applied finish to timber deck	280	m2	25.00		7,000
	LIBRARY/ VIC/ CALICO COTTAGE BUILDING					
66	Vinyl flooring	390	m2	75.00		29,250
67	Anti-slip vinyl flooring to wet area	5	m2	100.00		500
68	Anti-static vinyl flooring to MSB	3	m2	100.00		300
69	Coved vinyl skirting	214	m	40.00		8,560
	DISPLAY AREA/ FUNCTION SPACE/ AMENITIES BUILDING					
70	Vinyl flooring	57	m2	75.00		4,275
71	Anti-slip vinyl flooring to wet area	30	m2	100.00		3,000
72	Anti-static vinyl flooring to MSB & ELEC	3	m2	100.00		300

BUILDING WORKS BREAKDOWN



Project: Wallumbilla Heritage Precinct	Details: Wallumbilla Master Plan - Feb 2019
Building: Wallumbilla Heritage Tourist Precinct Master Plan	

Item No.	Item Description	Quantity	Unit	Rate	Factor	Total
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New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities) (Continued)

Floor Finishes (Continued)

73	Coved vinyl skirting	96	m	40.00		3,840
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Floor Finishes TOTAL 113,025

Ceiling Finishes

	LIBRARY/ VIC/ CALICO COTTAGE BUILDING					
74	Fibre cement flush ceiling	398	m2	95.00		37,810
75	Paint finish to flush ceilings	398	m2	15.00		5,970
76	Cornice	214	m	25.00		5,350
	DISPLAY AREA/ FUNCTION SPACE/ AMENITIES BUILDING					
77	Fibre cement flush ceiling	89	m2	95.00		8,455
78	Paint finish to flush ceilings	89	m2	15.00		1,335
79	Cornice	96	m	25.00		2,400

Ceiling Finishes TOTAL 61,320

Fitments

	LIBRARY/ VIC/ CALICO COTTAGE BUILDING					
	<u>Calico Cottage</u>					
80	Counter bench	4	m	1,200.00		4,800
81	L-shaped kitchen bench with underbench cupboards	6	m	1,250.00		7,500
82	L -shaped kitchen island bench	4	m	1,000.00		4,000
83	Dining area table	4	no	500.00		2,000
84	Dining area chair	16	no	150.00		2,400
	<u>VIC/Library</u>					
85	VIC L-shaped counter bench	7	m	1,200.00		8,400
86	Office & store full height cupboard	2	no	1,000.00		2,000
87	Staff room wet bench with underbench cupboard	3	m	1,250.00		3,750
88	Allow for Whiteboard	2	no	350.00		700
89	Allow for Pinboard	2	no	250.00		500
	<u>VIC Staff Amenities</u>					
90	Mirror	1	no	300.00		300
91	Coat hook	1	no	25.00		25
92	Toilet roll holder	1	no	150.00		150

BUILDING WORKS BREAKDOWN



Project: Wallumbilla Heritage Precinct	Details: Wallumbilla Master Plan - Feb 2019
Building: Wallumbilla Heritage Tourist Precinct Master Plan	

Item No.	Item Description	Quantity	Unit	Rate	Factor	Total
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New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities)

(Continued)

Fitments

(Continued)

93	Soap dispenser	1	no	70.00		70
94	Paper towel dispenser	1	no	150.00		150
95	Towel bin	1	no	70.00		70
	<u>Signage</u>					
96	Allow for signage	1	no	1,000.00		1,000
	DISPLAY AREA/ FUNCTION SPACE/ AMENITIES BUILDING					
	<u>Public Amenities</u>					
97	Mirror	4	no	300.00		1,200
98	Coat hook	4	no	25.00		100
99	Toilet roll holder	4	no	150.00		600
100	Soap dispenser	4	no	70.00		280
101	Paper towel dispenser	4	no	150.00		600
102	Towel bin	4	no	70.00		280
103	Hand drier	3	no	400.00		1,200
104	PWD grabrails	1	no	650.00		650
105	PWD shelf	1	no	175.00		175
	<u>Cleaners</u>					
106	Cleaners shelves	1	no	350.00		350
	<u>Signage</u>					
107	Allow for signage	1	no	500.00		500

Fitments TOTAL43,750Hydraulics Services

	SHED (INCL BUILDINGS)					
108	Hand basin	4	no	2,200.00		8,800
109	PWD basin	1	no	2,500.00		2,500
110	WC	4	no	2,800.00		11,200
111	WC - PWD	1	no	3,200.00		3,200
112	Urinal	1	no	2,000.00		2,000
113	Sink - kitchen	1	no	2,500.00		2,500
114	Sink - staff room	1	no	2,200.00		2,200

BUILDING WORKS BREAKDOWN



Project: Wallumbilla Heritage Precinct	Details: Wallumbilla Master Plan - Feb 2019
Building: Wallumbilla Heritage Tourist Precinct Master Plan	

Item No.	Item Description	Quantity	Unit	Rate	Factor	Total
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New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities) (Continued)

Hydraulics Services (Continued)

115	Sink - cleaners	1	no	2,200.00		2,200
116	Tundishes/FWGs	5	no	750.00		3,750
117	Water boiler/chiller sink mounted to Kitchen	1	no	6,500.00		6,500
118	Hot water plant	1	no	5,000.00		5,000
119	TMV	3	no	1,500.00		4,500
120	Hose cocks	2	no	500.00		1,000
121	FHR	2	no	2,500.00		5,000
122	Hydrant	2	no	3,000.00		6,000
123	BWIC 2.5%	1	item	1,658.75		1,659

Hydraulics Services TOTAL 68,009

Mechanical Services

124	Allow for split system air conditioning	5	no	3,500.00		17,500
125	Allow for ventilation to amenities	32	m2	100.00		3,200
126	BWIC 2.5%	1	Item	517.50		518

Mechanical Services TOTAL 21,218

Fire Protection

127	Allow for fire protection services - dry fire	511	m2	40.00		20,440
128	Allow for fire extinguishers	4	no	300.00		1,200
129	BWIC 2.5%	1	Item	541.00		541

Fire Protection TOTAL 22,181

Electrical Services

	SHED (INCL BUILDINGS)					
130	Allow for electrical services - buildings	511	m2	140.00		71,540
131	Allow for electrical services - external deck area	280	m2	50.00		14,000
132	BWIC 2.5%	1	Item	2,138.50		2,139

Electrical Services TOTAL 87,679

Communications

133	Allow for communication services	511	m2	45.00		22,995
134	BWIC 2.5%	1	Item	574.88		575

Communications TOTAL 23,570

BUILDING WORKS BREAKDOWN



Project: Wallumbilla Heritage Precinct	Details: Wallumbilla Master Plan - Feb 2019
Building: Wallumbilla Heritage Tourist Precinct Master Plan	

Item No.	Item Description	Quantity	Unit	Rate	Factor	Total
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New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities)

(Continued)

Security Services

135	Allow for security services	511	m2	35.00		17,885
136	BWIC 2.5%	1	Item	447.13		447

Security Services TOTAL

18,332

Site Preparation

	<u>Demolition</u>					
137	Demolish existing double storey dwelling including rainwater tank and perimeter fencing	200	m2	100.00		20,000
138	Allow for asbestos removal	1	item	10,000.00		10,000
139	Allow for tree removal	8	no	500.00		4,000
140	Allow for capping off and make safe existing services	1	item	2,500.00		2,500
	<u>Site Strip</u>					
141	Clearing and grubbing	1,074	m2	5.00		5,370
142	Strip topsoil and stockpile on site	108	m3	20.00		2,160
	<u>Site Excavation</u>					
143	Box out - 1000 deep	788	m3	25.00		19,700
144	Maintain face of excavation	150	m2	60.00		9,000
145	Gravel to surface level	788	m2	15.00		11,820
146	Allow for bad ground (assume high reactive soil)	1	item	5,000.00		5,000
	<u>Erosion and Sediment Control</u>					
147	Allow for erosion and sediment control	1	item	2,500		2,500

Site Preparation TOTAL

92,050

External Services

148	Allow for new Septic tank and connection from new building	1	item	15,000.00		15,000
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External Services TOTAL

15,000

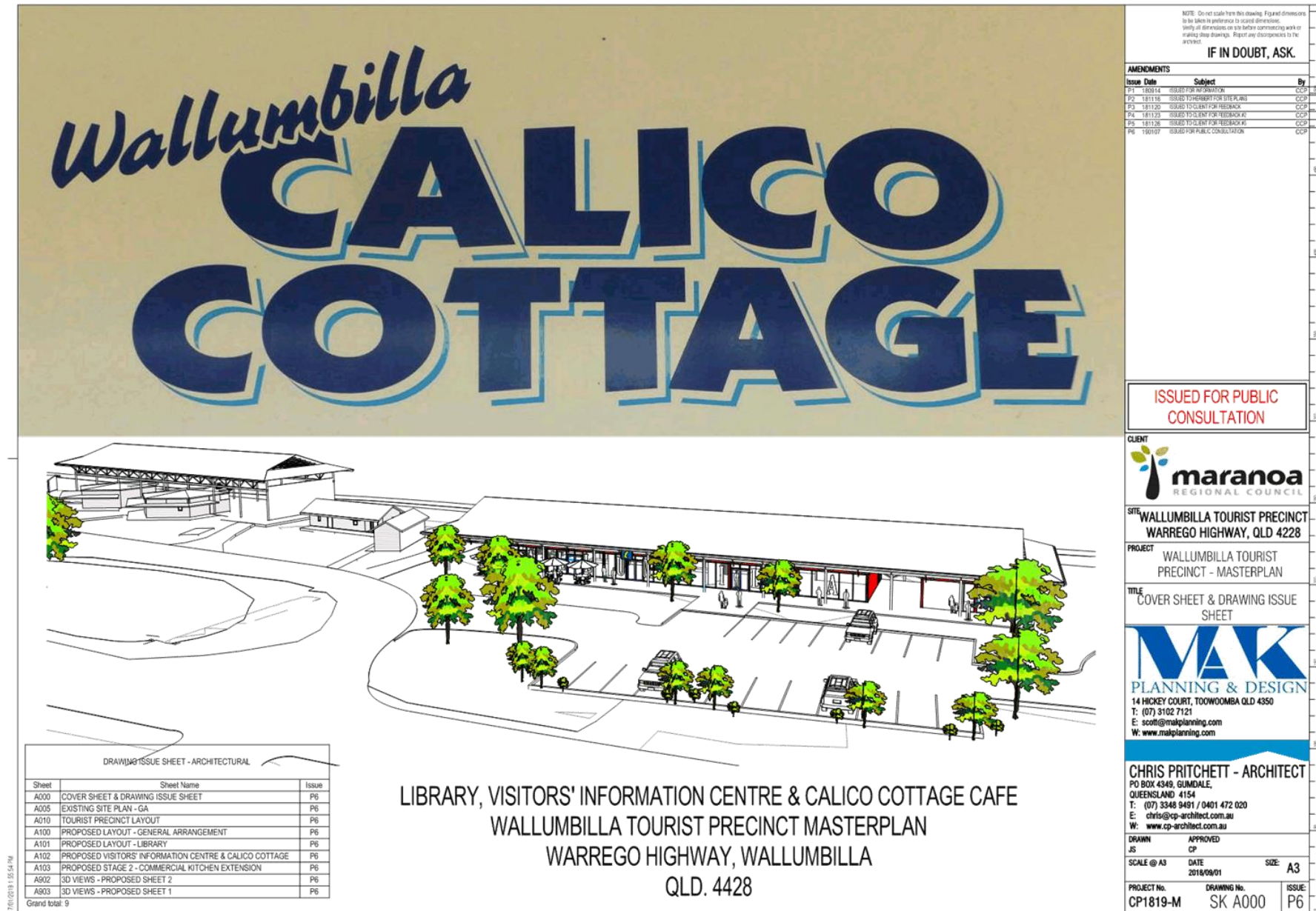
New community facility building (MRC Library, Visitor Information Centre, relocated Calico Cottage, Display Area and Amenities) TOTAL

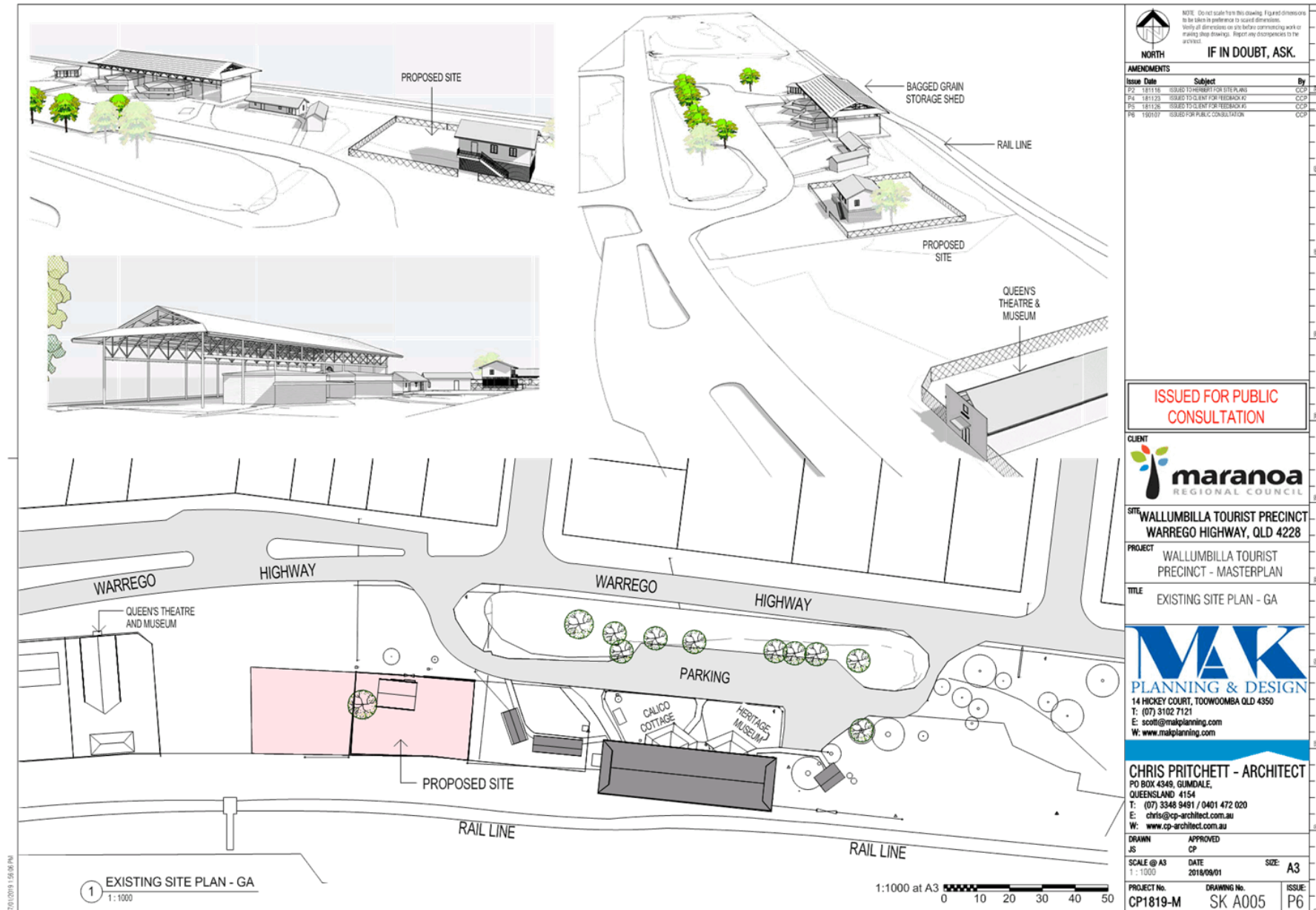
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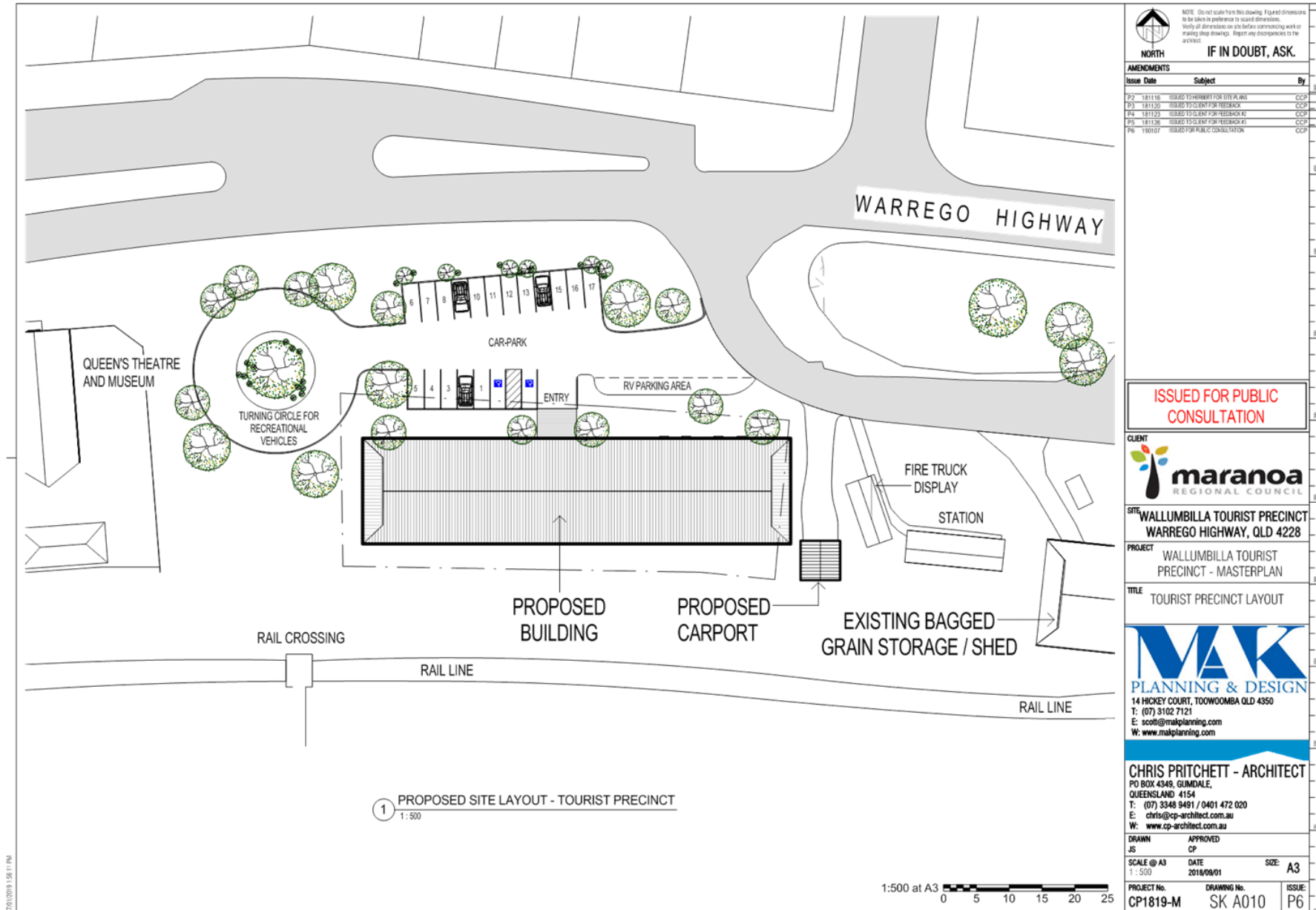


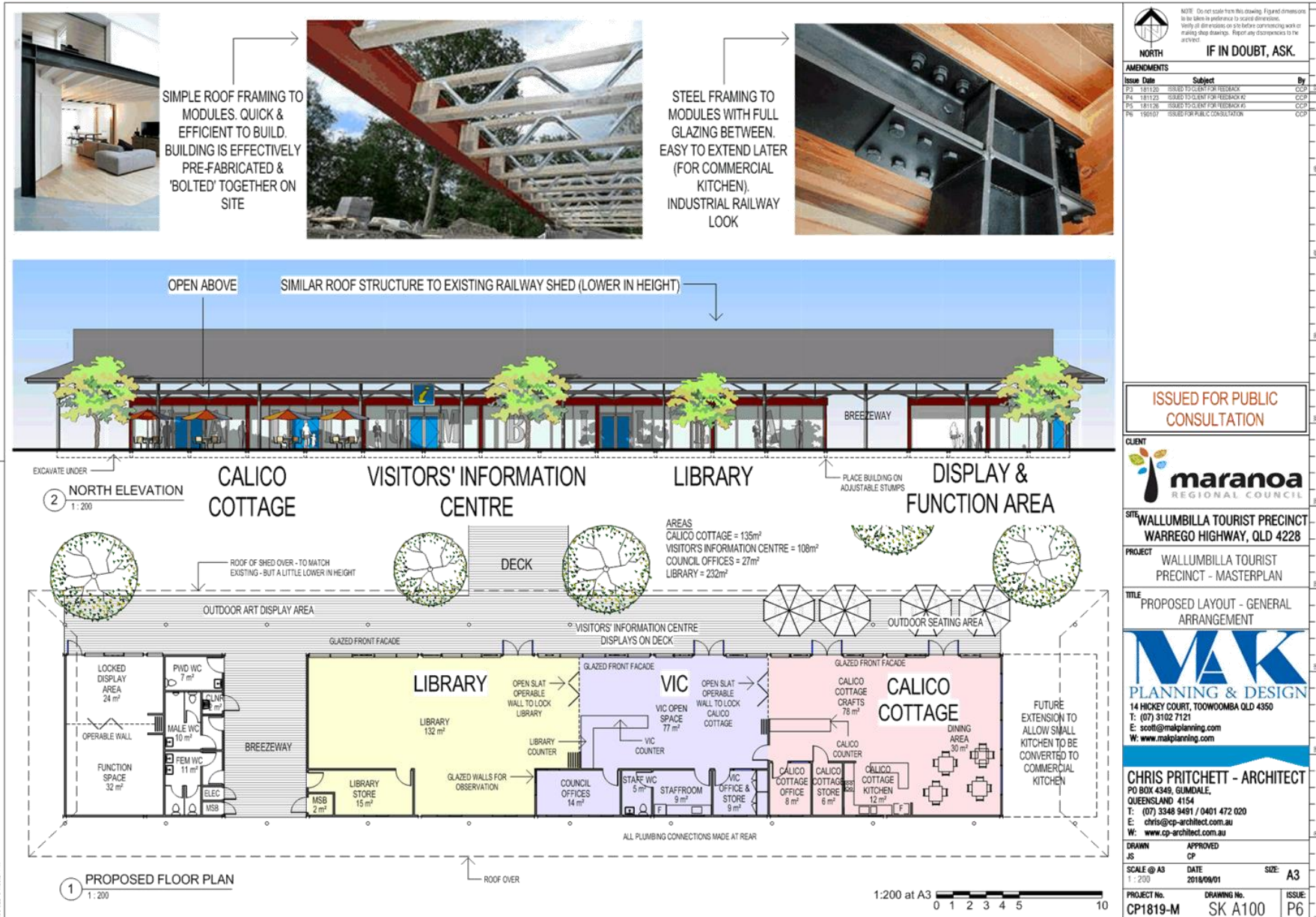


Appendix 2: Architectural Plans

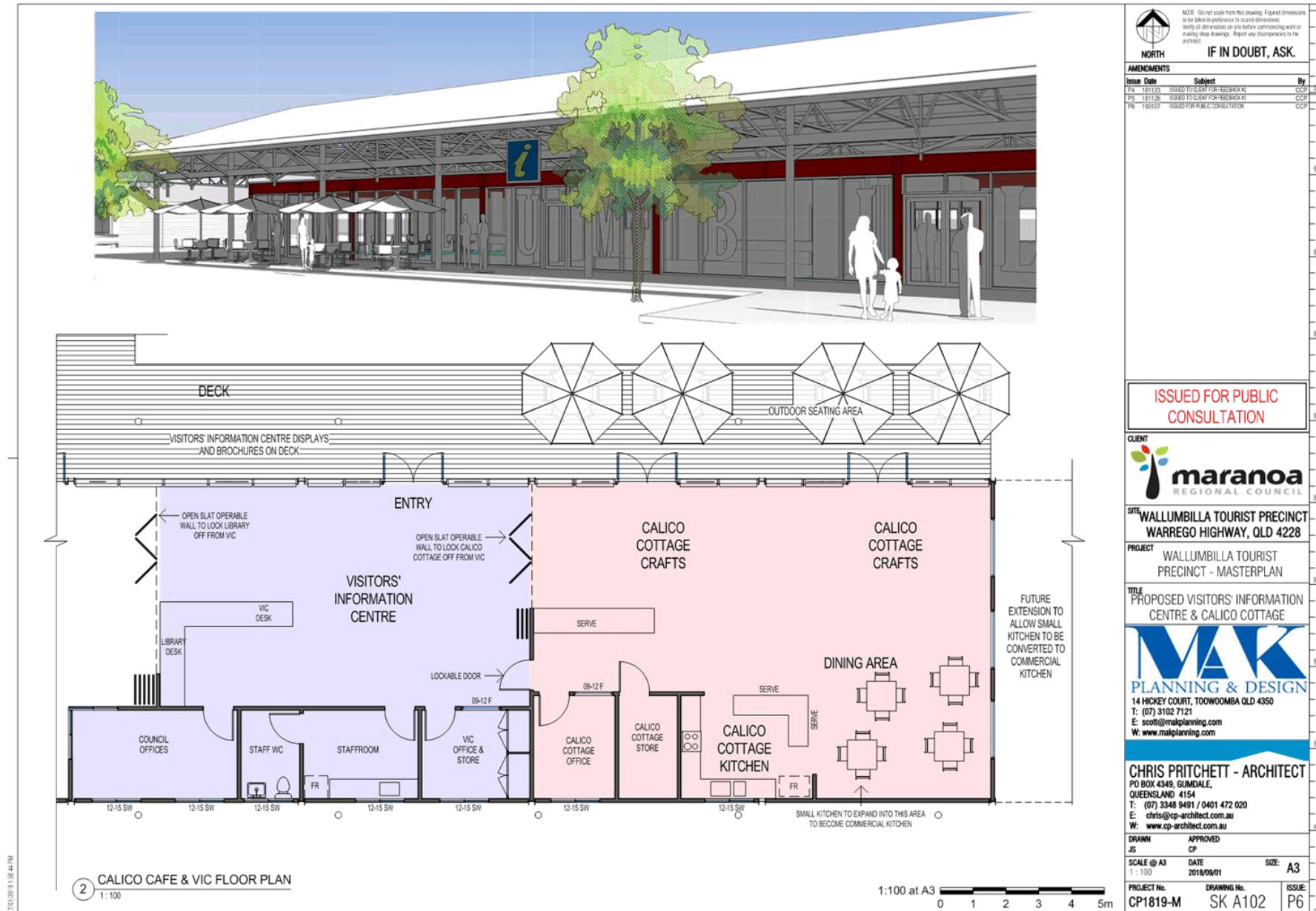


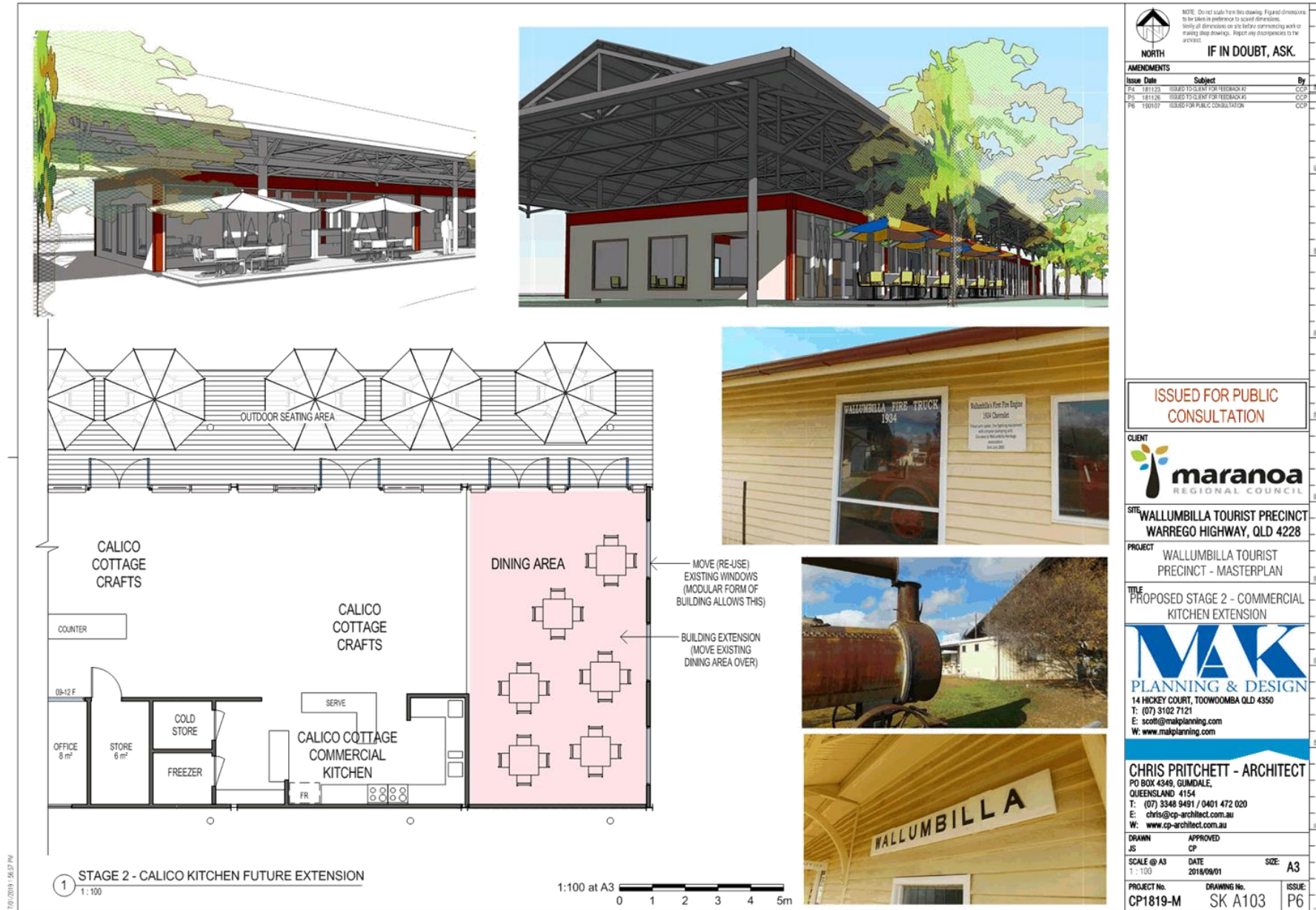


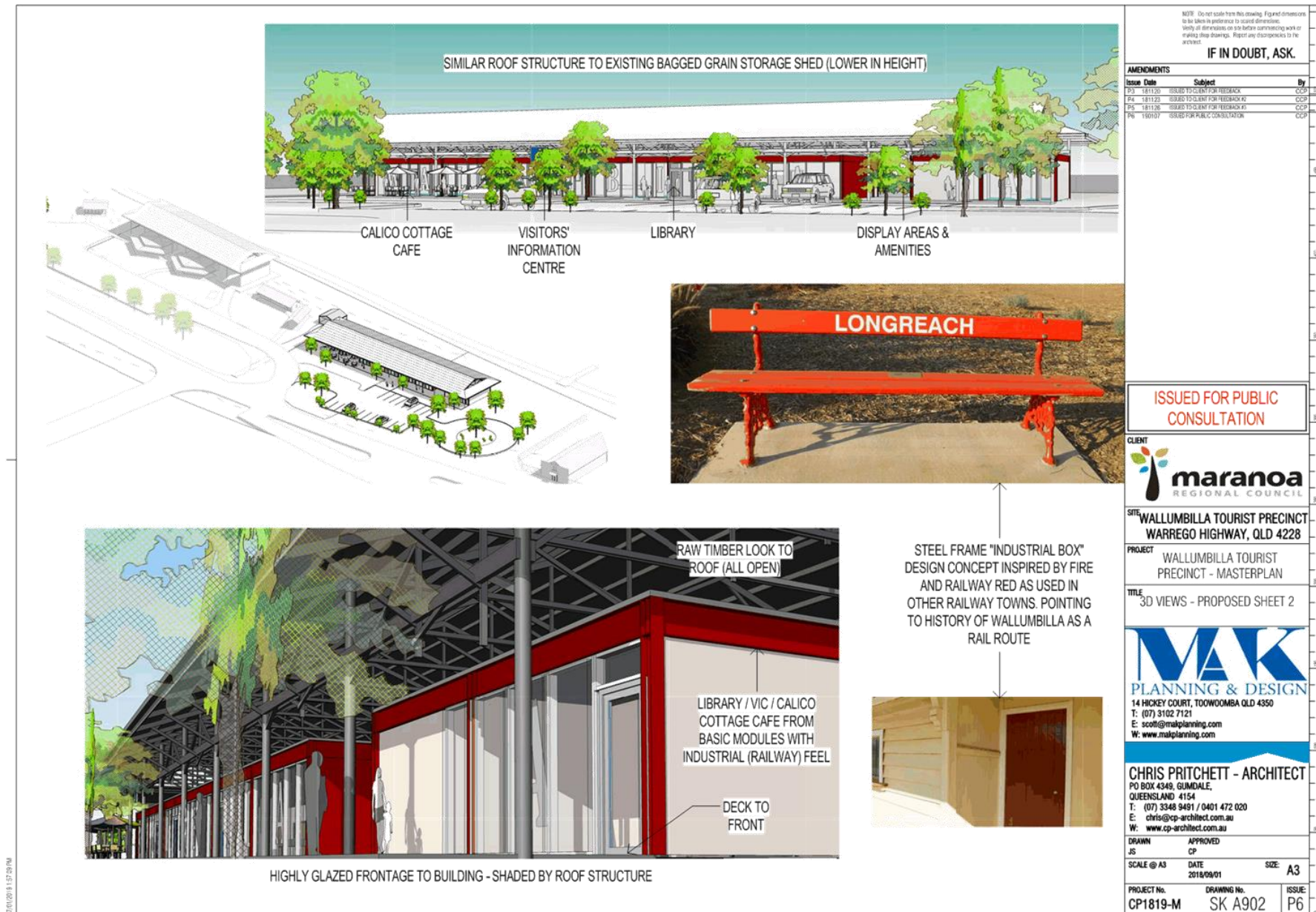


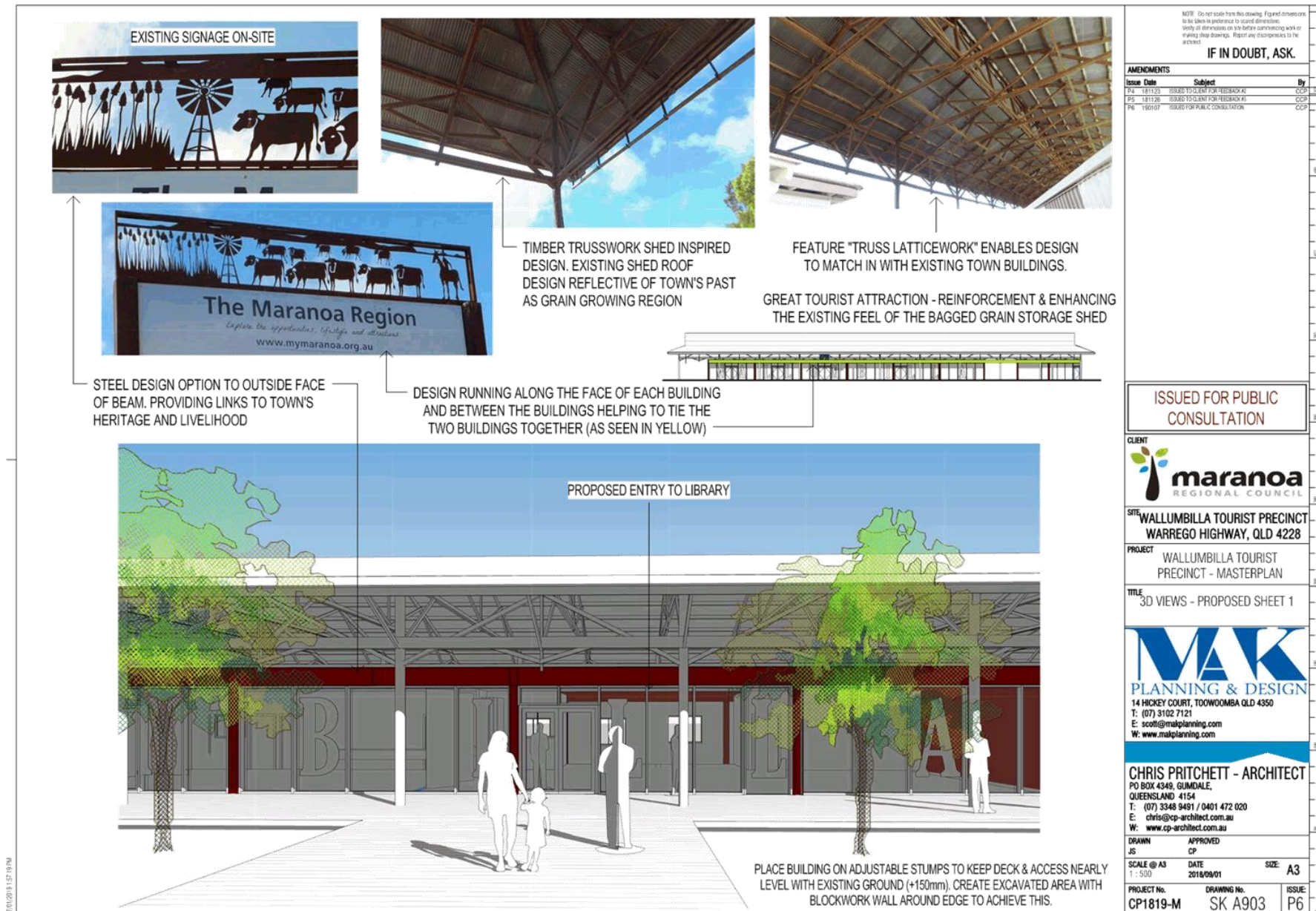














Feedback Form
Maranoa Regional Council
Wallumbilla Community Consultation – Wallumbilla Heritage
& Calico Cottage Precinct

Date:	4 March 2019
Name (Optional):	
Contact Details (Optional):	
Town of Residence:	Wallumbilla

Maranoa Regional Council is seeking your input on the draft Wallumbilla Heritage & Calico Cottage Master Plan:

Comments:

- * Calico is on the East
- * toilet module could be added on later - possibility
- * Calico volunteers can help out with the VIC on the weekend
- * designed for one council staff to be able to manage if required → community accepted
- * concerned about the number of windmills
- * community happy with parking out the front of the community building → can be done in stages
- * 3m deck
- * where does the deck sit in relation to the roof of the shed - underneath



Feedback Form
Maranoa Regional Council
Wallumbilla Community Consultation – Wallumbilla Heritage
& Calico Cottage Precinct

Date:	4 March 2019
Name (Optional):	
Contact Details (Optional):	
Town of Residence:	Wallumbilla

Maranoa Regional Council is seeking your input on the draft Wallumbilla Heritage & Calico
Cottage Master Plan:

Comments:

* check the location of the calico
shade cover with the gully beside
the high hoose

* keep the momentum going

* shed first, modules second

* top end vermin proof *

* how much space between top of
flat roof & shed trusses?

* really good starting point - building
very happy with the building

Wallumbilla Calico Cottage & Heritage Precinct – Online Feedback

Date Received:	Feedback:
11 March 2019	A after hours return slot for the Library section. Being asked this question for more than a dozen times over the years.
15 March 2019	<p>1. Calico need a separate hand washing facility to wash hands before preparing food for sale. (Food handling procedure and Licencing Act. We do not need a stove as we can only reheat food. This can change in years to come when a full renovation of the kitchen is converted to a commercial kitchen.</p> <p>2. Could the future extensions of the dining area be included in the initial construction of the Calico, Information, and Library to allow for more initial display area.</p> <p>3. Our Concern is the car port is on a waterway and is it on Council grounds? Is it not possible to shade sail, in the existing Car Park on the northern side of the car park, for 2 or more car park bays and mark bays for Calico, Information & Library staff.</p> <p>4. We will have to put shelves across all the glass windows to be able to display our consignee craft stock.</p> <p>5. Why can't we use our serving counter as it was made for our specific needs and is on wheels that can be moved anywhere. what is wrong with our tables? but could be out of date when building is completed.</p> <p>6. I do think the storage area is too small. Can Calico Cottage Craft Club Inc. move to the new Calico Complex any of our Storage, wall cupboards and the cooking display area and all our existing display shelves and furnishings? We have to remove all alterations that Calico has installed as we have to leave the building as it was when we moved in many years ago.</p>
15 March 2019	<p>That all looks very flash and exciting.</p> <p>Is something definitely going to happen this time?</p> <p>We did this similar planning, architects and consultation process many years ago before amalgamation and nothing happened.</p> <p>It involved landscaping, murals on the silos, town signage and renovating the calico and heritage buildings.</p> <p>The only thing that was done and only because of heritage group was the moving of the old station building, planting a trees and the little creek thing out the front of the area.</p> <p>Just one question for Wallumbilla from this proposal-isn't the grain shed heritage listed....many people believe it to be so????</p>
16 March 2019	I think it is totally unnecessary to change something that is working well. Surely there are more pressing needs that the huge amount of money could be put to within the district??
18 March 2019	<p>At the Wallumbilla Heritage Association Inc meeting held on 11th March 2019 our members received the proposed plan for the Wallumbilla Calico Cottage/Heritage precinct with great enthusiasm and are very keen to see this work to commence as soon as possible.</p> <p>We feel it will be a great benefit to the community and encourage tourists to visit our area.</p> <p>The general feeling of the meeting was very positive.</p>
18 March 2019	<p>I think that the proposed plan for the Wallumbilla Heritage Tourist Precinct is a wonderful project.</p> <p>The inclusion of new buildings and space for heritage machinery and windmills in the area will be a great improvement to the area and will certainly attract the attention of passing public.</p> <p>Looking forward to the implementation of this project and its completion.</p>

18 March 2019	<p>The proposal for plans to upgrade the Wallumbilla Heritage Tourist Precinct can only add to the aesthetics of the entrance to our town of Wallumbilla. I think having a historical machinery walk and windmills will draw people's attention, firstly, and then to be able to relax in new surrounds will enhance their visit and be a talking point to their friends.</p> <p>I am whole heartedly in favour of this much needed upgrade!</p>
18 March 2019	I think it is everything that the community of Wallumbilla asked for, it is fabulous
18 March 2019	<p>Fantastic!</p> <p>In my opinion these plans represent an exciting future proposal for Wallumbilla. The modern design that incorporates the historical aspect of the Wallumbilla Wheat Shed and the modernisation of the Calico Cottage precinct is ideal. I love the provision of the three rooms together, the extra room for the Calico Cottage and the undercover parking. This is an exciting opportunity for our town and I look forward to being a part of its commencement.</p>
19 March 2019	<p><i>The following text is summarised from a phone call</i></p> <p>Cannot see how the three windmills have any representation of the building of Wallumbilla and its area. I believe the general public will think that they are gas pumps and will take them out of context. Wallumbilla did not start with gas, although it may finish with gas. My grandmother came out from Italy in the 1870's & it was all about crops and dairying, eventually moving to cattle and wheat. I think the windmills will be misleading to the general public</p> <p>The rail smash is also a big part of Wallumbilla's history. It would be good to see more of a display on that, and would be great if we could get an engine to display.</p> <p>I think the area around the windmills is a huge waste of space.</p> <p>Another aspect that is missing is the Australian estates and huge cattle market sales, particularly in 1953.</p> <p>I think the Master Plan is barking up the wrong tree & is out of context as to where Wallumbilla came from.</p> <p>My other major concern is the roundabout on the road corridor next to the Picture Theatre. It was supposed to stay vacant & I am not happy with the trees and roundabout right on the fence line as there is access from that fence line into the property. A solid fence will need to be put up to shield from headlights entering the property.</p> <p>Another concern is the additional carpark and roundabout will need to be tight enough to keep trucks out. At the moment trucks park in the existing carpark outside Calico Cottage overnight & even with the existing railway house it causes light & noise issues. They do not park in this area during the day, but do so at night when no one is around, so the road into the new carpark & round about needs to be tight enough that trucks cannot access it – a sign won't stop them.</p> <p>I would also like to see a footpath to the front of the picture theatre.</p>

INFORMATION REPORT

Meeting: General 27 March 2019

Date: 25 February 2019

Item Number: 13.3

File Number: D19/14196

SUBJECT HEADING: Roma and District Cricket Association Projects

Classification: Open Access

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

Roma and District Cricket Association Inc. have secured funding for \$34 650 with a successful application to the Gambling Community Benefit Fund (GCBF) for improvements to the Roma cricket facility. Improvements include a new steel boundary fence around the cricket oval in same configuration as existing timber fence and a new pitch, irrigation and turf on the most western oval, referred to as the "softball oval". The club wish to advise Council of the project and proposed commencement date. This report also includes notification of two old Bassett Park lights being redirected for use at Gallas Fox Oval to replace lights if their application under Council Community Grants program is successful.

Officer's Recommendation:

That Council receive and note the Officer's report as presented.

Background:

Council staff attended a meeting with executive and members of Roma and District Cricket Association Inc on 21 February 2019. There was discussion around the recent successful funding from GCBF for improvements to the cricket facilities on the Warrego Highway. A new steel boundary fence will replace the existing timber fence. In addition, the club requested access and Council approval to upgrade the third cricket field/"softball oval" that is currently unplayable due to the state of the surface. This oval is currently not used due to a hardpan surface of weed material and the current cricket pitch has a damaged covering.

Body of Report:

The club proposes that upgrades to the western oval will benefit both the Softball Association and Cricket Association. The current softball diamond will not be altered in any way. There is presently a request from Marion Lucht on behalf of the softballers to develop a softball diamond on the old Wattles Oval. After speaking with Marion about the cricket club proposal, they would be in favour of returning to the Warrego Highway site to train and play and offer support to the cricket club as they continue with redevelopment of the western oval. Comment was sought from softball members and the feedback was positive, as noted below.

The moves by the cricket club for redevelopment of a softball oval & cricket oval, at the old ground is very positive. We think it is a great idea & would help us out for training etc, as we find it hard to get

somewhere to train, as you know we go away every year to tournaments. I also think it might encourage ladies & girls to train on this ground, as there are no softball diamonds available in Roma. Tracy McCagh and Marion Lucht on behalf of softball members.

Access to a third pitch will allow the cricket club to increase participation with more games held over a shorter time and an increase in teams for next season and will enable the club to host carnival type events such as Pink Stumps Day and Darling Downs South West Challenge Cup.

The funding of \$34 650 through a successful application to the GCBF grant will be used to purchase materials for the overall project. The club will provide in-kind work mainly in the form of labour and equipment hire which would equate to approximately \$20 000 worth of work. The club is also committing \$5 000 as a financial contribution.

The club are keen to start work on this project on Monday 25 March.

Outlined below are the intentions for the “softball field” upgrade;

- Removal of existing pitch (and possible slight relocation to align the pitch better on the oval)
- Lay new concrete and synthetic matting for new pitch
- Comprehensive earthworks for outfield (inclusive of new turf)
- Upgrade irrigation system

The club have requested assistance from Maranoa Regional Council for a waiver of any dump fees for the old pitch concrete. A similar request was lodged when the pitch was last renewed at Gallas Fox Oval in August 2017. As clean concrete material is a recyclable item, there are no dump fees.

The old Bassett Park lights originally intended for use at Roma Touch Ovals are now available for redirection, due to new lighting installed at the touch fields. The Roma and District Cricket Association has submitted an application under Council Community Grants to fix wiring in a light pole and require two new lights for this project. Council staff have allocated two of the remaining 12 lights (originally 16 but after electrical checks 4 were not in working order) for use at Gallas Fox Oval in the event of the Roma and District Cricket Association funding application being successful.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Develop healthy and connected communities through sport and recreation activities and facilities

4.12.4 Deliver sport and recreation facilities and infrastructure projects for the community as funding is approved, including engagement with key stakeholders.

Supporting Documentation:

Nil

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

OFFICER REPORT

Meeting: General 27 March 2019

Date: 27 February 2019

Item Number: 13.4

File Number: D19/15029

SUBJECT HEADING: Waverton Hub - The Hub I belong!

Classification: Open Access

Officer's Title: Manager - Economic & Community Development

Executive Summary:

The Waverton Hub is a community-based organisation operating in Sydney, which relies on the energies of its members to provide support to one another and other people wishing to age at home for as long as possible in preference to reliance on aged care facilities. This award-winning organisation has received recognition and a grant from the Commonwealth to encourage them to spread their story widely in the hope that other communities will adopt the same model.

The president of the Waverton Hub has approached Council by email, to request Council's consideration of hosting a local forum where Waverton Hub leaders can tell their story and assist locals to adopt their model and achieve similar successes.

Officer's Recommendation:

That Council invite Waverton Hub to visit the region to hold a community forum, which Council will organise and promote in conjunction with the group. The date of the forum to be mutually agreed.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

It is arguable that the smaller towns within the Maranoa already have the close sense of community and relationship that supports the types of outcomes that the Waverton Hub model achieves. However in support of the Waverton Hub model, it is possible that by providing "organisation" around the singular efforts of the many might engender more of and more frequent services to the stay-at-home seniors, particularly in Roma. The greater population of volunteers may make the "organisation" more feasible.

Many organisations currently provide invaluable support to stay-at-home seniors. Notwithstanding this, the Waverton Model may provide that extra support that translates to companionship, spiritual support, and intimacy, which goes a step further perhaps than fee for services organisations can afford to offer.

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
SWHAHS	South West Hospital Area Health Service

Context:

Why is the matter coming before Council?

The Waverton Hub have approached Council through the Mayor requesting the opportunity to visit the Maranoa. The purpose of the visit is to engage our community through a Council sponsored forum, to share their experiences and successes and perhaps assist us to establish our own hub on a similar basis.

The cost of the trip has been sponsored by a Commonwealth Government grant.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

No

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration?

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Nil

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?

(Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Waverton Hub has over 300 paid up members (74% women, 26% men. Around 70 members work on the Hub activities, programs and management and communication. The Hub is doing things locally while helping residents to get good access to existing services. In January 2014 The Hub was awarded the 2014 Community Group of the Year Award by North Sydney Council. The award is "in recognition of the dedication and voluntary participation of the members of the Waverton Hub and the contribution to the local community".

The Waverton Hub is a mutual organisation of residents of Waverton, Wollstonecraft and neighbouring areas in Sydney. As they grow older, the members of the Hub are helping each other to enjoy their lives, stay in their own homes for as long as they can, to be as healthy as they can, and achieve all this for as little cost as possible.

The goal is to age happily and meaningfully in their own community, rather than a nursing home.

The Hub has continued to receive community service awards and recognition from the Commonwealth Government in the form of a grant with which to spread their story across Australia.

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

Nil

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

If the organisation succeeds in establishing a similar model in the Maranoa, it is likely that Council will be asked to contribute budget for its establishment and or operations.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?
(Interested Parties Analysis - IS9001:2015)

It is likely that existing aged care organisations in the Maranoa would take an interest in this proposal, however it is unlikely that conflict would exist. The Waverton Hub does not conflict with existing service providers in its catchment.

Helen Wassman, Service Director, Community & Allied Health, Adult Services, South West Hospital Area Health Service in Roma was consulted. Helen is the primary leader in the SWHAHS for aged care services, with influence in Blue Care and other providers across the region. Her overall opinion was positive, and provided that any chance of duplication was identified and eliminated, Helen supported the notion of a the community forum.

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does?) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Bad communications	Unlikely provided that effective communications plan is

about proposal.

implemented with appropriate controls.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

It is the author's opinion that there is value in the proposal for the community, and Council will lose nothing by exposing the concept to the community and allowing the community to make a determination as to whether it wants to progress the concept further.

Council should support initiatives that have the potential to add value to existing efforts to assist our aging population.

Recommendation:

What is the 'draft decision' based on the advice to Council?

That Council invite Waverton Hub to visit the region to hold a community forum, which Council will organise and promote in conjunction with the group. The date of the forum to be mutually agreed.

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Support development of our local communities through planning, programs and events

4.11.3 Deliver community based programs, planning, projects and initiatives in partnership with our local groups including town development, indigenous, tourism, arts, cultural and heritage, sporting and recreation.

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

OFFICER REPORT

Meeting: General 27 March 2019

Date: 7 March 2019

Item Number: 13.5

File Number: D19/17807

SUBJECT HEADING: Arthur Street Amenities - Community Concern

Classification: Open Access

Officer's Title: Support Officer - Facilities

Executive Summary:

At the General Meeting on 27 February 2019, Council requested a report be prepared on the Arthur Street toilet facilities.

Officer's Recommendation:

That Council undertake the recommended works on the Arthur Street Toilet amenities.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Users of the Arthur Street Amenities

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

At its meeting on 27 February 2019, Councillors requested that a report be prepared for Council meeting on the Arthur Street Toilets. The matter came before Council due to a complaints from the community, stating that the Arthur Street amenities have an unpleasant smell.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Building Projects, Maintenance Planning & Inspections Officer Scott McElroy visited the Arthur Street amenities on 6 March 2019, to investigate and provided feedback. Scott advised - "There is only a fixed window at each side of the building and the same in the unisex toilet. Scott stated that the male toilets and unisex toilet on the

men's side do smell strongly of urine, but there is no smell coming from the ladies side of the toilets".

Scott recommended that the installation of whirlybirds on the roof would assist in drawing out some of the smell.

The urinal in the men's toilet is a water saving type, and is on an automatic timer for flushing. The urinal only flushes after every third person. Depending on the frequency of use, the urinal may only flush every few hours which would contribute to the smell.

Cleaner Prue Williams cleans the Arthur Street amenities on a daily basis starting at around 5am, stating it takes roughly an hour to clean this facility. Prue has advised that the cleaning products used are as follows:

- Bio-Green Toilet and Bathroom Cleaner and Sanitiser
- Urinal Disks and
- Auto Spray refreshers on the wall

Prue did agree that the toilets do sometimes smell, but not all the time and indicated that there is not much ventilation throughout the facility. Most mornings when Prue comes to clean, the men's toilets have urine on the floor which causes the amenities to smell. The toilets are open at night, and are used by patrons leaving local hotels.

Prue also stated that smells also come from dead crickets and insects rotting in the drains because they do not drain away.

Prue also mentioned that when she pressure cleans the toilets out, all the water pools at the opposite end to the drains stating drainage is also an issue in the building.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration?

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Nil

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

Nil

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the

funding body, any dates of critical importance or updates or approvals required)

Scott McElroy – Building Projects, Maintenance Planning & Inspections, Facilities (Land, Building & Structures)

Prue Williams – Contracted Cleaner

Gene O'Neill – Team Leader Water Sewerage – Roma/Injune/Muckadilla, Water, Sewerage and Gas Operations

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

Works are minor in nature and will be funded from the existing facilities maintenance budget.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Nil

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)

Users of the Arthur Street Amenities

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Publicity	Risk of ongoing complaint if the matter isn't addressed.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

It is advised that Council should undertake works on the Arthur Street amenities to improve ventilation and reduce potential causes of smell:-

1. Install whirly birds in the roof of the Arthur Street toilets to improve air flow and ventilation;
2. Adjust the automatic timer on the urinal to flush after every use.
3. An inspection be carried out to investigate the drainage and pipework associated with this facility.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy?

If so, for what reason?

That Council undertake the recommended works on the Arthur Street Toilet amenities.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.9 Manage Council's land and buildings that contribute to the provision of a range of services across the region and are used by residents, visitors, business, industry and Council

4.9.1 Provide operation and maintenance, renewal, upgrade and construction of Council's buildings and structures according to the priorities and funding approved by Council, ensuring fit-for-purpose specification development for new and upgraded assets.

Supporting Documentation:

Nil.

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

OFFICER REPORT

Meeting: General 27 March 2019

Date: 12 March 2019

Item Number: 13.6

File Number: D19/19319

SUBJECT HEADING: Regional Pool Report February 2019

Classification: Open Access

Officer's Title: Administration Officer - Council Buildings & Structures

Executive Summary:

Across the region, Council maintains five swimming pool complexes and the Great Artesian Spa complex.

Contractors operate the pools under Management Agreements, and provide monthly reports to Council identifying attendance, pool temperatures, chemical levels, maintenance issues and consumables.

Reports presented for the Month of February 2019 include Denise Spencer Pool Roma, Wallumbilla Pool, Surat Pool, Injune Pool, Mitchell Memorial Pool and the Great Artesian Spa. The January 2019 Injune Pool report is also included for Councillors.

Officer's Recommendation:

That Council receive the Regional Swimming Pool reports for the Denise Spencer Pool Roma, Wallumbilla Pool, Surat Pool, Injune Pool, Mitchell Memorial Pool and the Great Artesian Spa for the month of February 2019 and the Injune Pool Report for the month of January 2019.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Booringa Action Group – The Great Artesian Spa
Stacey Robertson – Denise Spencer Pool Roma
Katrina Mansfield – Mitchell Memorial Pool
Kevin Wolski – Injune Pool
Melissa Sutton – Wallumbilla and Surat Pools

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

Due to the risk and nature of public pools, this report is presented to Council to keep Councillors informed of any ongoing issues with our regional pools.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Issued maintenance requests and current actions tabled below:

DENISE SPENCER POOL ROMA	First Aid Equipment.	None Required.
	Consumables Order – chemicals and testing tablets	PO136857 PO136856
	Maintenance- Tap in water park not working at all times to clean filters.	Continue to monitor as working when plumbers inspected
	Tiles missing from shallow end of the pool (near stairs).	Due to aging surface of the pool and tiles, the movement in the ground is causing the tiles to crack leaving sharp edges. Need-it is being placed on the sharp edges of the tiles as a short term repair. Long term budget considerations for pool upgrade.
	Mowers to be serviced.	Defect was sent to plant in October for this to be completed.
	Pest control due to a lot of red backs and green ants at the facility.	Pest Control Services are due to respray in the next few months. Request for ants to be sprayed also.
	Bunding for water play park chemical.	New wheelie bin supplied.
	Request for fans to be installed into the seating area outside the kiosk.	Investigate options and costing.
	NBN modem.	Arrived and has been installed by technician.
SURAT POOL	First Aid Equipment.	None Required.
	Consumables Order.	Order Number 8124 in

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		stores at Roma. Arrangements made to have it taken to Surat
	Pop up sprinklers	Referred to parks and garden for repair CRM3703/2019
	Maintenance – Leaking seal on sand filter.	Part of capital upgrade on wading pool.
	Wading pool – Valve on filter leaking while backwashing.	Part of capital upgrade on wading pool.
	Wading pool – Opening and closing valve to be replaced.	Part of capital upgrade on wading pool.
	Wading pool – drain pipe replacement	Part of capital upgrade on wading pool.
	Rust coming through the wall on the 25m pool.	Requires fibre glassing to coping tile to prevent further decay of pool. This will require capital upgrade. Proposed 2019/20 budget
	More holes and gaps appearing around the concourse of the 25m pool.	This is being investigated.
	Hand rail rusted out.	To be repaired.
	Blanket roller bearing is damaged and needs replacing.	This is being investigated to see what needs to be ordered to fix.
	Main circulation pump is corroded.	Surat Plumbers have ordered parts to replace it.
	Safety – No dry area/shade for patrons	Surat pool has no shade or shelter area if it rains. Identified in previous pool audits. Proposed 2019/20 budget consideration.
	Concreted BBQ area	Future budget consideration.
	Water laying in the back gate area when it rains.	The run off from the recreation reserve behind the pool causes water to gather along the back gate area of the pool. Proposed 2019/20 budget consideration.
	First Aid room.	Quotes requested for

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		future budget considerations.
WALLUMBILLA POOL	First Aid Equipment.	None Required.
	Consumables Order.	Referred to school for purchase.
	Maintenance/Safety Issues.	All maintenance and safety issues requested are to be completed by the school.
	Pest Control and service of equipment.	To be completed in the off season as requested by contractor.
	Dolphin wave pool vacuum bag clip.	Purchased.
GREAT ARTESIAN SPA	First Aid Equipment.	None Required.
	Consumables Order.	Order Number 8136
	Chemicals Order.	Purchase Order 136757
	Maintenance- Hot pool skimming baskets deteriorating requesting 2 replacements.	Purchase order issued 136860. Waiting on goods to arrive.
	1 spa heater has stopped working, could this be looked at as a matter of urgency.	Council Plumbers attended on the same day the request was received from the spa – heater is now working.
	1 creepy crawly has stopped working, needs to be sent away for repairs.	Pool vacuum has been sent away and returned. New power supply fitted.
	Plastic fan cowling on pool heater cracked.	Electrician replaced damage cover on pool heaters on 13.12.18.
	Cold pool deep water depth sign broken (request for 2 new ones).	Signs have arrived. Contractor installing them.
	Hot pool shallow water depth signs 1.4m are faded need replacing (request for 2 new ones).	Signs have arrived. Contractor installing them.
	Request for new pathway/ entry into hot pool, becomes slippery when wet.	Recommended to use <i>slippery when wet</i> signs until a long term solution can be implemented.
	One side of inner front door jammed.	Maranoa Locksmiths has repaired the door.
	Roof leaks along the joins above the bar on the deck.	Council Plumbers attended – drains were blocked. Plumbers cleaned and waiting for

		heavy downpour to check.
	Joey display.	Electrician engaged to move sensor closer to tap for activation.
MITCHELL POOL	First Aid Equipment.	None Required.
	Consumables Order.	None Required
	Chemical Order.	None Required.
	Maintenance.	None Required.
INJUNE POOL - February	First Aid Equipment	None Required
	Consumables	None Required
	Chlorine tank tap leaking.	Engaged contractor to repair as urgent.
	Chlorine tank full point cut out switch	Engaged contractor to repair.
	Chlorine tank level gauge	Engaged contractor to Repair.
INJUNE POOL – January	First Aid	None Required
	Consumables	PO:136439 & Req 34324
	Maintenance	None Required

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration? (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

Royal Lifesaving Australia – Guidelines for Safe Pool Operations.
Queensland Health – Swimming and Spa Pool Water Quality and Operational Guidelines 2004.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

Nil.

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Booringa Action Group – The Great Artesian Spa
Stacey Robertson – Denise Spencer Pool Roma
Katrina Mansfield – Mitchell Memorial Pool
Kevin Wolski – Injune Pool
Melissa Sutton – Wallumbilla and Surat Pools

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

Nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? ***Is this already included in the budget? (Include the account number and description).***

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

Nil. Council allocates funds in the Facilities Pool Operations and Maintenance budget to undertake minor repairs and maintenance. Larger projects are proposed for budget consideration.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

A number of larger value request are tabled for Councillors consideration in 2019/20 budget consideration.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?

(Interested Parties Analysis - IS9001:2015)

Booringa Action Group – The Great Artesian Spa
Stacey Robertson – Denise Spencer Pool Roma
Katrina Mansfield – Mitchell Memorial Pool
Kevin Wolski – Injune Pool
Melissa Sutton – Wallumbilla and Surat Pool

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
Nil.	Monthly reports assist Council in managing risk.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Report is provided to Council for information purposes.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That Council receive the Regional Swimming Pool reports for the month of February 2019.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.9 Manage Council's land and buildings that contribute to the provision of a range of services across the region and are used by residents, visitors, business, industry and Council

4.9.4 Manage the region's 6 swimming pools.

Supporting Documentation:

1	Down Arrow Denise Spencer Memorial Pool Monthly Pool Management Report.	D19/16879
2	Down Arrow Surat Pool Monthly Pool Management Report.	D19/18746
3	Down Arrow Wallumbilla Pool Monthly Pool Management Report.	D19/18739
4	Down Arrow Great Artesian Spa Monthly Pool Management Report.	D19/16604
5	Down Arrow Mitchell Memorial Pool Monthly Pool Management Report.	D19/16853
6	Down Arrow Injune Pool Monthly Pool Management Report - January 2019.	D19/17355
7	Down Arrow Injune Pool Monthly Pool Management Report.	D19/18745

Report authorised by:

Lead Land Administration Officer

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

Maranoa Regional Council
Monthly Pool Management Report
For the Month of February 2019

Pool Name – DENISE SPENCER MEMORIAL POOL

1. Pool Entries

	General Entry	School Group	Swimming Club	Squad	Aqua Aerobics	Vital Health	Learn to Swim	Season Pass
Adult	2005	23	68	11	46	11		345
Pensioner-65+	101					22		
Children	1570	343	123	189			1000	248

Comments: Many of my figures rely on people completing data sheets on entry

31 children participated in a Founder's Day event at the pool for the Roma Scout Group. Another Lifeguard and I ran the event.

2. Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	2-3	7.6	41	20
Week 2	2-3	7.6	120	120
Week 3	2-3	7.6	32	200
Week 4	2-3	7.6	36	80

Comments:-

Learn to swim pool is prepared for use if water test results come back within range. Wet park has been shut for over a week but has been repaired. If water tests come back disease free, I will open it. Because the pool was shut for over a week the water was white with bird poo.

From June Report

Bird poo is a real issue and so are broken rotten eggs with dead chicks inside ending up in the pool. Berries and fronds are falling from palm trees into waterpark. The trees may need trimmed again. Rats climbing in and out of ceiling near entrance early in the morning. Bird mesh went up, but the pigeons just fly underneath so this is still an issue.

3. Pool Temperature

	Daily Average
Week 1	28
Week 2	28
Week 3	28
Week 4	27

Comments:-

4. First Aid Kit Check/ Oxygen Resuscitation Kit -
5. Consumables –
 - DPD 1 and DPD 3 and Phenol Red Testing Tablets
 - 5 litre Acid
 - 20 litre Chlorine

6. Maintenance Issues (please list):-

The tap in the water park shed does not always supply water to clean filters. Sometimes when the valve is open nothing happens.

I require Bunding for Chlorine in Play Park Shed that meets recommended guide lines.

Tiles missing from pool still near shallow end stairs waterpark side.

My mowers could potentially be serviced. Whipper snipper starts and then dies and does not cut grass. I don't know if the facility was sprayed this season. I have loads of redbacks.

6th February

- Child vomited in the pool twice
- Pool shut for 3 hours to scoop, super chlorinate and vacuum
- Bathrooms were scrubbed and gurnied by a 3rd staff member in case the child had gastro

9th February

- Pool closed at 5 pm
- I was backwashing water park when the pumps stopped working. I noticed the 50m had stopped too. 2 joints in the pipe work at the wading pool pumps cracked. I contacted council. Glen came. Approximately 7:30 ergon arrived a fuse was missing from a main power pole in lane way. This was replaced. Wet park feature was primed but wading pool had cracked pipes, so the section was fenced off. 50m pool was primed twice and eventually started. I left the pool at 7:56pm.
- Wading Pool was up and running again on Monday, but I am waiting on lab results to ensure bugs that had grown in it have been killed.

26th February

- Pool heaters had cut out and pool temp plummeted to 25.5 degrees
- I was bleeding the 50m pool when the water pressure dropped to 0.36 to 0.0 from 210. I tried priming the 50m twice with no success. Eventually I rang Council as I needed heaters sorted as well as a hand with the priming. Jamie arrived and sorted the issue.

28th February

- Phone call from facilities, at council, asking me to return to pool for Ergon to work on electrical board at 50m pump shed.
- This took about 30 minutes.
- 50m and wet feature needed primed. 50m started instantly. Still trying to get wet feature to hold prime at 1:15 pm. Contacted facilities and asked for assistance.

7. Safety Issues (Please list)

8. Safety Issues Resolved

9. Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)

23rd February

- Saturday myself and a 34 year old male staff member were abused because the wet park was not running. We both told the patron to ensure his toddler wearing floaties was within arm's reach of him at all times. The child kept running into the wet park and also laying in the wading pool which was white with bird pool and granular chlorine. I eventually had to say to his mum, who was in the 50m with a baby, that she needed to take charge of the situation as the system had no filtration system working on it.
- My male lifeguard said the male patron was eyeballing him like he was going to punch him out. I said if you have concerns ask them to leave and if this does not happen call the police.

10. Incidents:

- 21/02/19 two tile cuts during school swimming. Three tiny corners were found missing leaving sharp little edges. Bondit was applied immediately as each was discovered.

11. Any other issues that should be reported to council

It is very hot in the office and under the entrance of the pool and with the low roof it does not allow for good circulation of air. Council offered to air-condition my office a few years back, but I declined the offer as I did not want staff congregating in the office instead of lifeguarding on hot days. I have since found a solution to make the pool concourse healthier and more enjoyable for patrons. Outside of Bakaroma they have big industrial fans that gently spray water. These would move the chloramines and help to freshen up the entrance to the pool and concourse area. I would like this idea to go to council and I will be happy to assist with the cost as it would make my staff and I more comfortable. It would also make the under-cover area more comfortable for the patrons. Staff and Mitchell Spa Team member have completed their Pool Lifeguard Qualification and re accreditation. First Aide Course was completed by my staff and Sally Whittaker.

Of the 7 candidates who commenced Austswim training, I have employed 6 of them.

An NBN Modem arrived at the pool and a technician installed it.

All new staff have their qualifications being processed through RLSSQ and Austswim. As a trainer and assessor I have signed them off as competent and will stand by their training.

Name & Signature of Pool Manager

Signed:- *Stacey Robertson*

Date: 1/03/2019

Maranoa Regional Council
SURAT POOL MANAGEMENT REPORT
Month of February, 2019.

• **Pool Entries**

	General Entry	Schools	Race Night	Squad	Learn to Swim	Aqua Ducks	Total
Adult	87	0	11	-	-	20	118
Children	130	0	40	25	156	-	351
Total							469

Comments: .

• **Pool Chemical Log**

25m Pool	Averages	Chl PPM	PH	T/A	CaH	Temp	TDS	SI
	Week 1	3.50	7.90	85	150	28°	1900	0.1
	Week 2	3.60	7.85	85	150	29°	1900	0.05
	Week 3	3.70	7.80	85	150	29°	1900	0
	Week 4	3.50	7.80	80	150	29°	1900	0
Wading Pool	Averages	Chl PPM	PH	T/A	CaH	Temp		
	Week 1							
	Week 2							
	Week 3							
	Week 4							

Comments:- Water clarity is excellent. Running the pH around the 7.80 to keep my alkalinity around the 80 without adding bicarb all the time.

Wading pool is empty.

• **First Aid Kit Check/ Oxygen Resuscitation Kit - Replacement Supplies Required (please list):-**

None required

• **Consumables - Items required e.g. Toilet paper, hand towel, soap (please list):-**

As per December 2018 report.

• **Maintenance Issues (please list):-**

- 4 pop up sprinklers are not working.

- Leaking seal on Sand filter. (photo below) reported 10/01/18
- Sharp point on hand rail. A patron came across it on 1/12/17 and notified me. (have put putty over it)
- Wading pool – opening and closing valve needs replacing.
- Wading pool - valve on the filter leaks after doing a backwash.
- Wading Pool – drain pipe will need to be replaced in the off season.
- Rust coming though in 25m pool – *pictured below*.
- There are holes and gaps appearing around the concourse. Some have been there a long time and have been checked and cleared however I think it's time to have them rechecked as there are new holes appearing.

Note: I rang Rob Hayward on the 28/11/18 to explain how the concourse has sagged taking photos of it doesn't really show how bad it has gotten.

- Hand rail on ladder located deep end West side is rusted out.
- Blanket roller bearing is damaged and needs replacing.
- Main circulation pump is corroded (Josh Broadhead was ordering parts to replace).

- **Safety Issues (Please list)**

- Shade/ shelter area as identified in the audit. Surat Pool has no shelter for patrons to stand under when it rains.
- HEALTH HAZZARD in October I had problems with the ladies amenities blocking and have discovered that the septic and storm water is all connected. I had faeces coming up in the change room and over flowing in the BBQ area. I have moved the BBQ outside the fenced area until we can make the BBQ area hygienic again. I have suggested concreting the area that way if the drain trap (DT) overflows again we can wash the area down with sanitiser. Emailed Facilities 26/10/17. UPDATE: new toilets and pipes have been put in, can we lay a cement pad down for hygiene?
- Mosquito breeding ground at the back gate every time it rains as there is no drainage between the Rec oval and the pool. *Picture below*.
- First aid room. Identified in the audit.

- **Safety and Maintenance Issues Resolved this month**

Nothing to report

- **Incidents (please ensure all incidents are reported to council the same day they occur on council's incident form)**
Nothing to report.
-

- **Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)**
None to report
-

- **Any other issues that should be reported to council**

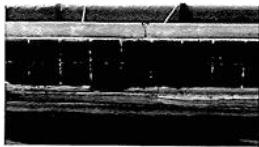
Nothing to report.

Photos

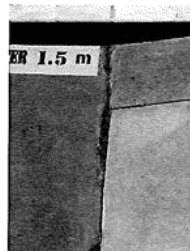
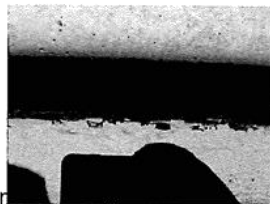
- Leaking seal on Sand filter.



- Rust – there is rust coming through at the shallow end of 25m pool



- Gaps in concourse - Hard to see in the photo.



- Hand rail rusted out.



- Mosquito breeding ground

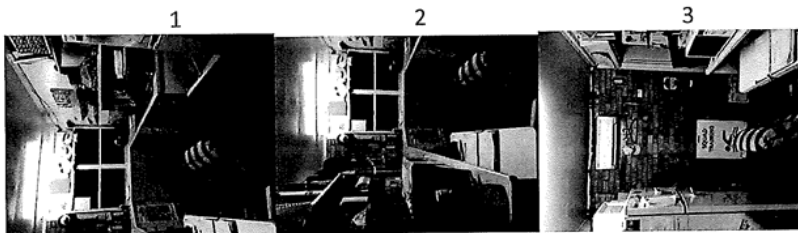


Off Season Jobs

- Wading Pool – drain pipe will need to be replaced in the off season. April 2018
- Pest control - to spray all buildings and sheds. Sprayed May 2017
- Service mowers, whipper snipper, blower – 1 x ride on, 1 x push mower, 1 x whipper snipper, 1 x blower
- Service dosing pumps – August is a good time to do this. Last serviced 19/09/2017


Wish List

- Covered area for shelter and shade. There is a small area at the entrance of the facility that people can take shelter if it rains. (Patrick measured this up when he was here)
- Tables and chairs for the sheltered area
- Office/first aid room – on Ros Waldron's pool visit (26/10/17) we spoke about my lack of room and how much I am cramming into a small space. I have previously had in my monthly reports about turning the front room (adjacent the kiosk, though the wall of picture 3) into an office. If we can put a double door through that wall it can be a first aid and office combined ticking off on issues brought up in our audit.
When Ricky Jones was here measuring up the amenities I asked if he could look at the possibility of doing this. Firstly he said it could be done, secondly he said that the brick wall is a load bearing wall and that there will need to be electrical work done as in rerouting wiring and split system air conditioner.



Name & Signature of Pool Manager

Name:- Mel Sutton – Outback Swim School - Manager Surat Pool

Signed:- 
M N SUTTON

Date : 11.03.2019

Maranoa Regional Council
WALLUMBILLA POOL MANAGEMENT REPORT
For the Month of February 2019.

1. Pool Entries

	General Entry	Schools	Race Night	Squad	Learn to Swim	AquaFit	Total
Adult	148	0	0	0	0	0	148
Children	111	0	0	0	45	0	156
Total							304

Comments: I do not have numbers for school swimming or club nights.

2. Pool Chemical Log

Averages	Chl PPM	PH	T/A	CaH	Temp	TDS	SI
Week 1	1 - 3	8.00	150	100	27°	6.0	-0.1
Week 2	1 - 3	8.00	200	100	27°	6.0	0.0
Week 3	1 - 3	8.00	200	100	27°	5.9	0.0
Week 4	1 - 3	8.00	200	100	27°	5.8	0.0

Comments:- Water clarity is great.

3. First Aid Kit Check/ Oxygen Resuscitation Kit - Replacement Supplies Required (please list):-

None required

4. Consumables - Items required e.g. Toilet paper, hand towel, soap (please list):-

Distilled water

5. Maintenance request (please list):-

Ride on mower blades need replacing they are blunt and not cutting the grass, I would say it needs a service as well.

Clip for dolphin wave 100 vacuum bag.

Removal of trees – there are gum trees around the pool that create a huge mess daily and the flowers are hard to get rid of as they float on top of the water.

Removal of contaminated dirt and top dressing with feed lot manure to establish grass. Is there a grant that could help with this?

7. Safety Issues (Please list)

- Pool hoist as there is no steps for older people to enter the water. This was also identified by a patron as their friend couldn't come to the pool as she couldn't enter or exit the pool.
- Extra lighting for night use (photo below)

8. Safety Issues Resolved

NA

9. Incidents (please ensure all incidents are reported to council the same day they occur on council's incident form)

None to report

10. Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)

No _____

11. Any other issues that should be reported to council

The kiosk is not lined and has no air conditioning and really is a hot box. We took the thermometer in there and it was 36 degrees with everything open. Could you approach school and see if they would like to go halves in lining it. Christmas holidays last year Kirsten York (swim club) made mention of wanting to get it done. Disposal of chemical drums. Where is the nearest depot for disposable chemical drums?

Photos

- Needs more lighting for night use.



Off Season Jobs

- Pest control - to spray all buildings and sheds.
- Service mowers, whipper snipper, blower – 1 x ride on, 1 x push mower, 1 x whipper snipper
- Service dosing pumps

Name & Signature of Pool Manager

Signed:- M N SUTTON

Date : 11.03.2019

Maranoa Regional Council
Monthly Pool Management Report
For the Month of February 2019

Pool Name – Great Artesian Spa

1. Pool Entries

	General Entry	School Group	Swimming Club	Learn to Swim	Other
Adult	498				222
Children	Combined with adults				

Comments:-

Sunday Breakfast – 41, Vital Health – 39.

2. Gymnasium Use :

Comments:

260 entries into the gym, a total of 40 adults and 3 children attended Zumba and total of 60 for Yoga.

3. Cold Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	1.72	7.66	2.2AF	1.9CF
Week 2	2.50	8.70	2.0AF	1.9CF
Week 3	3.30	7.70	2.2AF	1.9CF
Week 4	3.74	7.61	2.0AF	2.2CF

Comments:-

4. Hot Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	1.84	7.50	2.1AF	1.5CF
Week 2	2.20	7.30	1.4AF	2.0CF
Week 3	1.70	8.50	2.1AF	1.6CF
Week 4	1.97	7.48	2.0AF	2.1CF

Comments:-

5. Cold Pool Temperature

	Daily Average
Week 1	30
Week 2	30
Week 3	30
Week 4	29.9

Comments:-

6. Hot Pool Temperature

	Daily Average
Week 1	38.9
Week 2	39.7
Week 3	40
Week 4	40.6

Comments:-

7. First Aid Kit Check

Replacement Supplies Required (please list):-

No items required.

8. Consumables

Items required eg. Toilet paper, hand towel, soap (please list):-

Blue mop bucket, 82L Bin Liners, Hand towel roll (KC 4419), Mop handles, Jumbo toilet rolls, facial tissues, Halo glass cleaner, Mortein surface spray, Sudzee, Liquid Chlorine (See attached order forms for quantities).

9. Maintenance Issues (please list): -

**Booringa Action Group Inc
Outstanding Maintenance Report**

Date	Num	Description
01/08/2018	32	The plastic Fan Cowling on the pool heater is cracked
01/08/2018	34	Cold pool deep water depth sign has broken off on one of it's corners
30/08/2018	38	Hot pool shallow water depth signs 1.4m are both very faded.
05/09/2018	40	Request for inspection of new concrete pathway and entry into the hot pool
10/12/2018	53	One side of the inner front door of the hall seems to be jammed
13/12/2018	57	There appears to be a bad leak all along the joins right above the bar on the deck.
06/02/2019	62	One of our creepy crawlies has stopped working, it will need to be sent away for maintenance.
06/02/2019	64	Hot pool skimming baskets are badly deteriorating, are we able to get 2 new replacements
05/03/2019	67	Verbal Display has stopped working. Not sure if it is a sensor issue or not

10. Any other Issues Requiring Reporting

Name & Signature of Pool Manager

Signed:-



Jeff Watson

Date : 05/03/2019

Maranoa Regional Council
Monthly Pool Management Report
For the Month of February 2019.

Pool Name – Mitchell Memorial Swimming Pool

1. Pool Entries

	General Entry	Average per day pool is open	School Group	Swimming Club	Learn to Swim	Other
Adult	61	2.54	N/A	N/A	N/A	N/A
Children	75	3.13	MSS-628 StPats-132 Mungallala-8	229	65	N/A
Family (2Adults&2Children)	5		N/A	N/A	N/A	N/A

Comments:-

Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	1.77	7.69	90	70
Week 2	1.89	7.61	83	40
Week 3	2.20	7.65	98	80
Week 4	1.74	7.70	100	80

Comments:-

2. Pool Temperature

	Daily Average
Week 1	29.1
Week 2	27.4
Week 3	26.0
Week 4	27.6

Comments:-

3. First Aid Kit Check/ Oxygen Resuscitation Kit - Replacement Supplies Required (please list):-

Version 3. 03/06/15 Maranoa Regional Council

4. Consumables

Items required eg. Toilet paper, hand towel, soap (please list)

5. Maintenance Issues (please list):

7. Safety Issues (Please list)

8. Safety Issues Resolved

9. Incidents (please ensure all incidents are reported to council the same day they occur on council's incident form)

10. Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)

11. Any other issues that should be reported to Council

Name & Signature of Pool Manager

Signed:- Katrina Mansfield

Date :- 5th March 2019

Maranoa Regional Council
Monthly Pool Management Report
For the Month of January 2019
Pool Name – Injune Swimming Pool

1. Pool Entries

	General Entry	School Group	Swimming Club	Learn to Swim	Other
Adult	465				8
Children	567				

Comments Holiday fun with an inflatable challenge and an Australia Day swim held at the pool, enjoyed by both children and parents. Water aerobics continued during the holidays and an adult squad training group started. School swimming, learn to swim and swim club are still on a holiday break.

Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	2.9	7.7	84	260
Week 2	2.7	7.6	78	220
Week 3	3.1	7.6	86	210
Week 4	3.2	7.7	82	260

Comments:

2. Pool Temperature

	Daily Average
Week 1	29.5
Week 2	28.3
Week 3	30.4
Week 4	29.2

Comments:-

3. First Aid Kit Check/ Oxygen Resuscitation Kit - replacement Supplies Required (please list):-**4. Consumables Items required eg. Toilet paper, hand towel, soap (please list):**

Tablet boxes x 5: DP1

Pheno I red

Cya

Alka-m

Calcio-1 (2x boxes)

Calcio-2 (2x boxes)

Zodiac salt element LM3- 20-G

Cyanuric acid x 3 bags

Sodium Bicarbonate x 6 bags

Aluminum Sulphate x 2 bags

82 litre garbage bin liners

Version 3. 03/06/15 Maranoa Regional Council

Box large disposable gloves

A pair large chemical gloves

7.Safety Issues (Please list) Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)

Safety Issues Resolved incidents (please ensure all incidents are reported to council the same day they occur on council's incident form

8. Any other issues that should be reported to council

Name & Signature of Pool Manager

Signed:- _K. Wolski_____

Date : 23/2/19

Maranoa Regional Council
Monthly Pool Management Report
For the Month of February 2019
Pool Name – Injune Swimming Pool

1. Pool Entries

	General Entry	School Group	Swimming Club	Learn to Swim	Other
Adult	377	34	48		29
Children	495	78		62	

Comments Injune district swimming carnival was held at the pool, enjoyed by both children and parents. Water aerobics, adult squad training group, school swimming, learn to swim and swim club all have weekly sessions at the pool.

Pool Chemical Log

Averages	Chlorine PPM	PH	Total Alkalinity	Calcium
Week 1	2.6	7.6	78	240
Week 2	2.8	7.8	85	260
Week 3	3.3	7.7	81	220
Week 4	2.7	7.6	86	250

Comments:

2. Pool Temperature

	Daily Average
Week 1	29.3
Week 2	28.7
Week 3	28.4
Week 4	29.1

Comments:-

3. First Aid Kit Check/ Oxygen Resuscitation Kit - replacement Supplies Required (please list):-**4. Consumables Items required eg. Toilet paper, hand towel, soap (please list):****5. Safety Issues (Please list) Issues with unruly patrons ect (Drunk, abusive, violation of pool rules)**

Chlorine tank has leaking tap fittings

Chlorine tank full cut out switch has stopped working

Chlorine tank gauge has stopped working

Wading pool mushroom taps have stopped working

6.

Safety Issues Resolved incidents (please ensure all incidents are reported to council the same day they occur on council's incident form Leaking water flow switch has been replaced

6. Any other issues that should be reported to council

Name & Signature of Pool Manager

Signed:- _K. Wolski Date : 11/3/19

Version 3. 03/06/15 Maranoa Regional Council

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: General 27 March 2019

Date: 15 March 2019

Item Number: 13.7

File Number: D19/20459

SUBJECT HEADING: Change application (Pinaroo Roma Inc.)

Classification: Open Access

Officer's Title: Lead Town Planner

Executive Summary: N.G. Sanders & Associates, on behalf of Pinaroo Roma Inc., has submitted an application to change the development approval (as amended) issued for the expansion of the Pinaroo aged care facility located on Bowen Street, Roma (Lot 6 on SP 222675).

The development approval allows 20 additional accommodation units at the facility and the applicant is seeking to change this approval to provide one additional accommodation unit, as well as other minor alterations to the approved site layout.

Officer's Recommendation:

That Council;

- 1) give a decision notice to the applicant agreeing to the proposed changes to development approval 2014/18907 (as amended);

and;

- 2) make the following changes to decision notice 2014/19807 (as amended):

Amend the title of the decision notice from;

RE: Development Application for Material Change of Use -
"Accommodation Units" (Additional 20 Rooms)
On land situated at 50-66 Bowen Street ROMA, QLD, 4455
Described as Lot: 6 SP: 222875

to;

RE: Development Application for Material Change of Use -
"Accommodation Units" (Additional 21 Rooms)
On land situated at 50-66 Bowen Street ROMA, QLD, 4455
Described as Lot: 6 SP: 222875

And:

Amend the approved plan table from;

7. Approved plans

The approved plans and/or documents for this development approval are listed in the following table:

Plan/Document number	Plan/Document name	Date
09062/DD 1.00/B	Site Plan-Overall Village	18/02/14
09062/DD1.10/B	Site Plan	18/02/14
09062/DD2.00/B	Lower Level-secure staff parking plan	18/02/14
09062/DD 2.01/B	Construction-Stage 1 Lower Level, Secure Staff Parking	18/02/14
09062/DD2.10/B	Accommodation Plan	18/02/14
09062/DD2.11/B	Construction Stage 1 Accommodation Plan	18/02/14
09062/DD2.20/B	Roof Plan	18/02/14
09062/DD3/B	Elevations/sections	18/02/14

To;

7. Approved plans

The approved plans and/or documents for this development approval are listed in the following table:

Plan/Document number	Plan/Document name	Date
09062/DD 1.00/E	Site Plan-Overall Village "Stages 1 & 2" + SCU Courtyard	21/02/19
09062/DD2.00/F	Lower Level Plan 12 Suite Extension	21/02/19
09062/dd2.10/H	Upper Level Plan 12 Suite Extension	21/02/19
09062/DD2.20/B	Roof Plan	18/02/14
09062/DD3/B	Elevations/sections	18/02/14

And:

Amend Condition 1 from;

1. The approved development is a Material Change of Use to establish Accommodation Units (20 aged care facility rooms) as shown on the approved plans.

To;

1. The approved development is a Material Change of Use to establish Accommodation Units (21 aged care facility rooms) as shown on the approved plans.

Amend Condition 2 from;

Approved Plans and Documents

2. Maintain the approved development - Material Change of Use - Accommodation Units (20 units) generally in accordance with the following approved plans, subject to and modified by any conditions of this approval:

Drawing No. 09062/DD 1.00/B

Site Plan – Overall Village

Prepared by N.G Sanders and Associates Pty. Ltd *dated 18/02/14*

Drawing No. 09062/DD1.10/B

Site Plan

Prepared by N.G Sanders and Associates Pty. Ltd *dated 18/02/14*

Drawing No. 09062/DD2.00/B

Lower Level- secure staff parking plan

Prepared by N.G Sanders and Associates Pty. Ltd *dated 18/02/14*

Drawing No. 09062/DD 2.01/B

Construction- Stage 1 Lower Level,

Secure staff parking

Prepared by N.G Sanders and Associates Pty. Ltd *dated 18/02/14*

Drawing No. 09062/DD2.10/B

Accommodation Plan

Prepared by N.G Sanders and Associates Pty. Ltd *dated 18/02/14*

Drawing No. 09062/DD2.11/B

Construction Stage 1 Accommodation Plan

Prepared by N.G Sanders and Associates Pty. Ltd *dated 18/02/14*

Drawing No. 09062/dd2.20/B

Roof Plan

Prepared by N.G Sanders and Associates Pty. Ltd *dated 18/02/14*

Drawing No. 09062/DD3/B

Elevations/sections

Prepared by N.G Sanders and Associates Pty. Ltd *dated 18/02/14*

Document D5

Capricorn Municipal Development Guidelines – Stormwater Drainage Design Guidelines *dated 03/2012*

Document D7

Capricorn Municipal Development Guidelines – Erosion Control and Stormwater Management Design Guideline *dated 03/2012*

Document D11

Capricorn Municipal Development Guidelines – Water Reticulation Design Guidelines *dated 10/2007*

Document D12

Capricorn Municipal Development Guidelines – Sewerage Reticulation Design Guideline *dated 10/2007*

To;

2. Maintain the approved development - Material Change of Use - Accommodation Units (21 units) generally in accordance with the following approved plans, subject to and modified by any conditions of this approval:

Plan/Document number	Plan/Document name	Date
09062/DD 1.00/E	Site Plan-Overall Village "Stages 1 & 2" + SCU Courtyard	21/02/19
09062/DD2.00/F	Lower Level Plan 12 Suite Extension	21/02/19
09062/dd2.10/H	Upper Level Plan 12 Suite Extension	21/02/19
09062/DD2.20/B	Roof Plan	18/02/14
09062/DD3/B	Elevations/sections	18/02/14

And:

Delete Condition 6 and 38.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Council's decision regarding this matter is likely to affect stakeholders and associates of Pinaroo Roma Inc. and the Rotary Club of Roma.

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
MRC	Maranoa Regional Council

Context:

Why is the matter coming before Council?

The original development application was decided by Council at a General Meeting. A determination to change the approval is therefore required to be made by Council resolution.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Development approval 2014/18907 was issued by Council in September 2014 allowing the expansion of the Pinaroo retirement complex, subject to conditions. The expansion consisted a two-storey building containing 20 accommodation rooms and communal lounge on the first floor, and service and maintenance areas and office space on the ground floor.

The development approval was amended by Council in July 2016, increasing the relevant period (being the time that the development must commence) by an additional two years.

Works permitted by the approval have substantially started and 10 of the approved 20 rooms have now been constructed. Before starting the next stage of the development (being the remaining 10 rooms) the applicant is seeking changes to the approval to allow for one additional accommodation room. If approved, an additional 21 rooms will be constructed as part of the expansion bringing the total number of accommodation rooms at the facility to 71 (previously approved 70).

Revisions to the approved lower level are also proposed, being the replacement of staff maintenance and office areas with additional storage space. Staff facilities are already provided on the site and it is the operator's preference to utilise the lower level for more storage as opposed to staff amenities.

A copy of the proposed site layout for both upper and lower levels is provided in the Supporting Documents.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration? (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

In determining whether or not a proposed change to a development approval constitutes a “minor change”, Council must have regard to the definition of a *minor change* as provided in Schedule 2 of the *Planning Act 2016*, being the changes:

- a. *would not result in substantially different development; and*
- b. *if a development application for the development, including the change, were made when the change application is made would not cause –*
 - *the inclusion of prohibited development in the application; or*
 - *referral to a referral agency, other than to the chief executive (SARA), if there were no referral agencies for the development application;*
 - *involve a referral agency, other than the chief executive (SARA), if there were no referral agencies for the development application; or*
 - *involve extra referral agencies, other than to the chief executive (SARA); or*
 - *a referral agency to assess the application against, or have regard to, matters prescribed by regulation under section 55(2), other than matters the referral agency must have assessed the application against, or have had regard to, when the application was made; or*
 - *public notification if public notification was not required for the development application*

In determining if a proposed change would result in a “substantially different development”, regard must be given to Schedule 1 of the Development Assessment Rules, which state;

“A change may be considered to result in a substantially different development if the proposed change;

- a) *Involves a new use; or*
- b) *Results in the application applying to a new parcel of land; or*
- c) *Dramatically changes the built form in terms of scale, bulk or appearance; or*
- d) *Changes the ability of the proposed development to operate as intended; or*
- e) *Removes a component that is integral to the operation of the development; or*

- f) *Significantly impacts on traffic flow and the transport network, such as increasing traffic to the site; or*
- g) *Introduces new impacts or increases the severity of known impacts; or*
- h) *Removes an incentive or offset component that would have balanced a negative impact of the development; or*
- i) *Impacts on infrastructure provision."*

In accordance the *Planning Act 2016* Council must also consider *all matters that Council would or may assess against or have regard to, if the change application were a development application.*

An assessment of the proposed change application against the statutory framework is attached in the Supporting Documents.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

Council does not have a policy, plan or approach ordinarily followed for this type of decision. The *Planning Act 2016* and the Development Assessment Rules provide the framework for assessing and deciding change applications for a minor change.

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the

funding body, any dates of critical importance or updates or approvals required)

Manager Planning & Building Development (internal)

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

No, the project is not reliant on external funding.

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

The outcome of Council's decision on this matter will not have any implications to this year's budget. The costs of fulfilling development approval obligations, financial or otherwise, remains the sole responsibility of the land owner/s.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

The outcome of Council's decision on this matter will not have any implications to future year's budgets. The costs of fulfilling development approval obligations, financial or otherwise, remains the sole responsibility of the land owner/s.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?
(Interested Parties Analysis - IS9001:2015)

The original development application was subject to public notification. There were no submissions received during the public notification period and as such, and given the minor scale of the proposed changes it is unlikely that there would be anyone who would be particularly interested in or impacted by the decision.

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
See below.	

There is a risk of the applicant appealing any aspect of Council's decision about this matter to the Planning and Environment Court, however the level of risk should not inform Council's decision regarding this request.

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Having considered the change application in the context of the applicable assessment benchmarks it is recommended that Council endorse the officer recommendation and agree to the proposed changes to development approval 2014/18907.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

That Council endorse the officer recommendation and agree to the changes to development approval 2014/18907.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.2 Encourage additional investment in the Maranoa, developing our local economy and increasing our region's population

4.2.3 Create an environment that is conducive to growth through progressive integration of Council's Planning Scheme, Economic & Community Development Plan and Business & Industry Strategy.

Supporting Documentation:

1 [↓](#) Assessment benchmarks

D19/21343

2 [↓](#) Amended site layout

D19/21800

Report authorised by:

Manager - Planning & Building Development

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

Attachment 1 – Assessment against the Statutory Framework

In assessing the proposed changes and in determining whether or not the proposed changes constitute a “minor change”, Council must have regard to the definition of a *minor change* as provided in Schedule 2 of the *Planning Act 2016*, being essentially that the changes would not result in substantially different development.

In determining if the proposed change would result in a “substantially different development”, regard must be given to Schedule 1 of the Development Assessment Rules.

Having reviewed the application materials in the context of both the *Planning Act 2016* and the Development Assessment Rules, the proposed changes are considered not to be “substantially different development” as defined for the following reasons;

- a) The changes do not involve a new use.
- b) The changes do not apply to a new parcel of land.
- c) The existing built form in terms of scale, bulk or appearance will not change dramatically, with no noticeable increase in GFA or changes to the building façade.
- d) The changes will not affect the ability of the proposed development to operate as intended. The site will continue to be used as an aged care complex.
- e) All components integral to the operation of the activity will be maintained, with, amenities, access-ways, fencing and landscaping still being provided.
- f) The changes will not increase traffic flow or impact on the transport network significantly because the number of rooms is only increasing by one. The majority of on-site parking is reserved for staff and the additional room will not generate the need for an additional staff member.

The site is designed to accommodate the maximum staff numbers and visitors can generally be accommodated off-site, with on street parking provided. No new access or internal access routes are proposed.

- g) There will be no new impacts or increase in the severity of known impacts. The important planning elements have been incorporated into the original development approval by way of development conditions. The development conditions apply to the whole of the approved activity and will continue to apply whilst the activity continues, subject to minor changes around the length of stay.

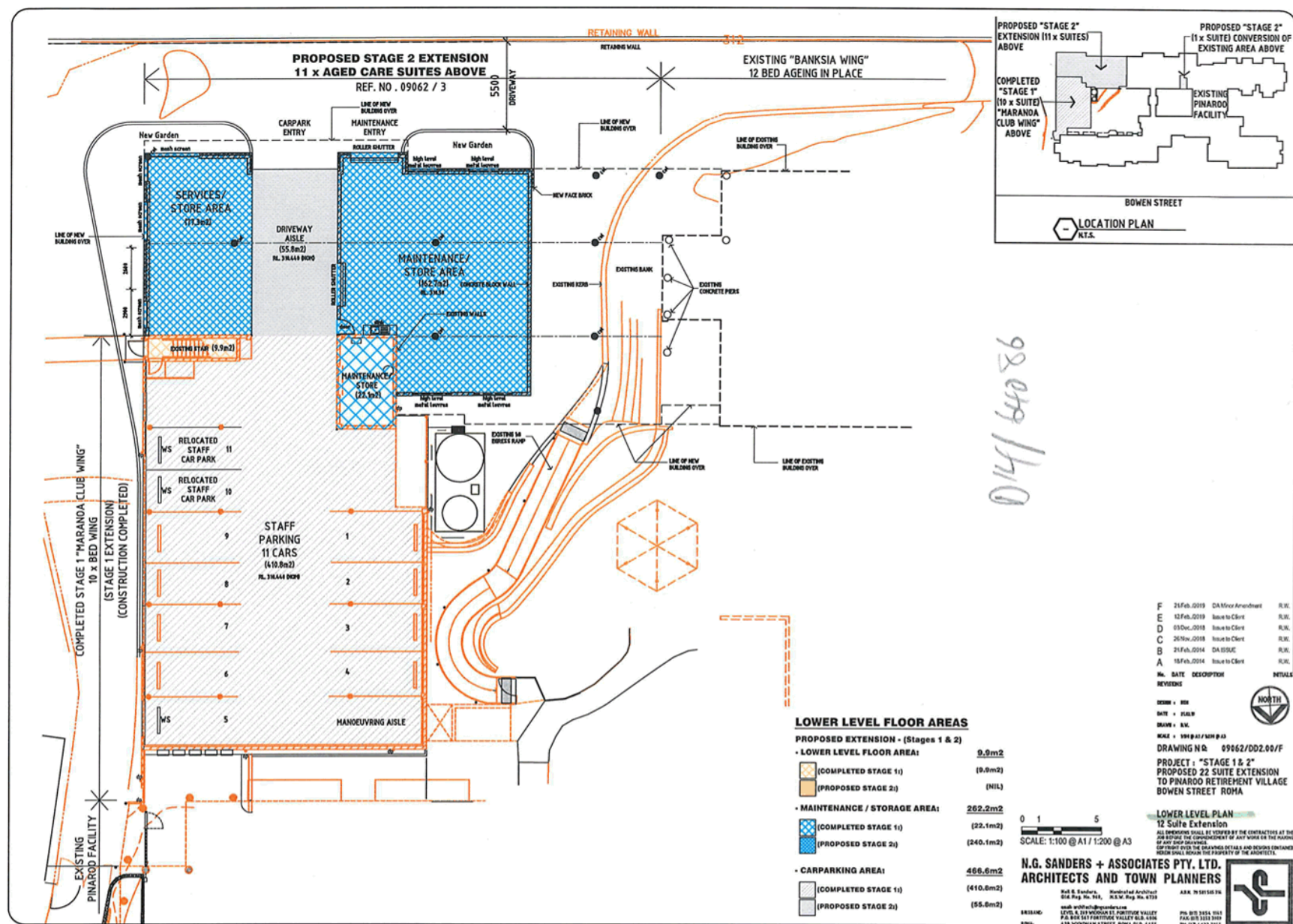
- h) The changes will not result in the removal of any incentive/s or offset/s component. Council had decided to waive all infrastructure charges associated with the development as part of a previous and separate resolution.
- i) There will be no new impacts on infrastructure provisions as a result of the changes to the approved activity. The added demand on Councils network will be inconsequential and the current networks are adequate to accommodate the use.

In determining that the proposed change would not result in a “substantially different development”, regard has also be given to the following;

- **The information the applicant included with the application; and**
- **That there was no objections to the original development application.**
- **All assessment benchmarks in the event the application was a new development application.**

Having considered the information the applicant included with the application and all other matters prescribed by the *Planning Act 2016*, the proposed changes to development approval 2018/19547 are considered a “minor change” in part and as defined in Schedule 2 the *Planning Act 2016* and Schedule 1 of the Development Assessment Rules.





OFFICER REPORT

Meeting: General 27 March 2019

Date: 19 March 2019

Item Number: 13.8

File Number: D19/21590

SUBJECT HEADING: The Big Rig Action Group additional investment campaign

Classification: Open Access

Officer's Title: Regional Tourism Development Coordinator

Executive Summary:

The Big Rig Action Group would like to partner with Maranoa Regional Council to develop a strategic collaborative investment approach to the Australian Oil and Gas Industry via APPEA, Australian Petroleum Production and Exploration Association. It is also considered timely to hold discussions with the Federal Government for additional investment in The Big Rig Master Plan. The goal is to upgrade The Big Rig to become the Australian Oil, Gas and Energy Centre.

Officer's Recommendation:

That Council partner with The Big Rig Action Group to;

- 1) write to, and meet with, APPEA, and other relevant national stakeholders, to gain assistance in developing a strategic and collaborative proposal aimed at enabling the Australian oil and gas industry to significantly invest in the upgrade of The Big Rig;
- 2) write to, and meet with, Federal politicians to enable Federal investment in the upgrade of The Big Rig to the Australian Oil, Gas and Energy Centre.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

nil

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
APPEA	Australian Petroleum Production and Exploration Association

Context:

Why is the matter coming before Council?

The Big Rig is a Council owned and operated facility and a major regional tourism attraction, any additional investment will impact on a Council facility and ongoing operation of the attraction.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In December 2017 MRC endorsed the formation of The Big Rig Action Group, with three primary goals:

- a) Develop the project brief for the new Roma Big Rig Night Show ready for tender
- b) Re-visit the existing Big Rig Master Plan and review the short and long term goals for the Roma Big Rig, so when funding becomes available Council is well placed to apply.
- c) Review existing marketing material, guided tour options and other promotional opportunities to ensure visitor numbers to the facility are maximised.

Maranoa Regional Council and The Big Rig Action Group has succeeded in achieving all three goals and the Group is now seeking permission to assist Council secure additional investment into The Big Rig to upgrade to The Australian Oil, Gas and Energy Centre.

The Big Rig Master Plan Addendum is almost complete, with the concept plans, draft cost estimates and draft operating model currently being finalised.

With the Queensland State Government and Maranoa Regional Council investing \$3million into Stage 1 of the upgrade the next objective is to obtain industry and federal government funding for Stages 2 and 3 of the development, which is approximately another \$2.5million based on the draft cost estimates..

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration?

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

nil

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

nil

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?

(Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Ed Sims, Manager Community and Economic Development
Charlie Eames, Meryl Eddie, Cyril Peet and Cr Chandler, The Big Rig Action Group

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

<Provide details>

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

If Council can secure an additional \$2.5million investment for the re-development of The Big Rig, visitor numbers will certainly increase significantly, generating additional revenue for Council and increasing visitor stays in the Maranoa which injects dollars in to the economy. There would be an increase in operational costs of the facility if additional staff was required. It is forecast the increase in revenue would outweigh any additional operational costs.

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

If additional investment of \$2.5million is secured future operational budgets for The Big Rig will need to be changed to incorporate increased income and any increases in operational costs, ie additional staff.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)

The Big Rig Action Group
Visit Roma

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
<Insert Risk>	<Provide details>

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Partner with The Big Rig Action Group to approach and work with APPEA, other relevant national bodies, and the Federal Government to seek additional investment in the upgrade of The Big Rig to become the Australian Oil, Gas and Energy Centre.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy?

If so, for what reason?

<Provide details>

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Work with our communities to identify priorities, and provide leadership and advocacy to grow our region

4.1.2 Identify opportunities to present Council-endorsed priorities to government ministers and other representatives, formally or informally, individually as a Council or with other local governments (including the importance of roads to Council's financial sustainability).

Supporting Documentation:

Nil

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

OFFICER REPORT

Meeting: General 27 March 2019

Date: 20 March 2019

Item Number: 13.9

File Number: D19/21894

SUBJECT HEADING: Mitchell Visitor Information Centre accreditation

Classification: Open Access

Officer's Title: Regional Tourism Development Coordinator

Executive Summary:

Booringa Action Group, the lessee of the Mitchell Great Artesian Spa, is currently developing an application to have the Mitchell Visitor Information Centre accredited. They are seeking a letter of support from Maranoa Regional Council to assist their application, as the accreditation stipulates they must demonstrate a good relationship with their local council and relevant Regional Tourism Organisation (RTO).

Officer's Recommendation:

That Council

- 1) Provide a Letter of Support to Booringa Action Group (BAG) for use in their application to become an Accredited Visitor Information Centre;
- 2) Request Mitchell Visitor Information Centre staff and BAG maintain a good working relationship with Maranoa Regional Council tourism staff, by submitting monthly tourism statistics and attending regional famils and tourism related training coordinated by MRC to ensure a consistent tourism message is portrayed and delivered across the Maranoa region.

Individuals or Organisations to which the report applies:

Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Booringa Action Group (BAG)

Acronyms:

Are there any industry abbreviations that will be used in the report?

Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).

Acronym	Description
BAG	Booringa Action Group
FRRR	Foundation for Rural & Regional Renewal
RTO	Regional Tourism Organisation

Context:

Why is the matter coming before Council?

Whilst it is Booringa Action Group applying for the accreditation the Visitor Information Centre will be based at the Mitchell Great Artesian Spa, which is a Council owned property.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Booringa Action Group do not require, and are not requesting, Council make any changes to the facility for the accreditation, and the required operating hours are already being met by Booringa Action Group . BAG are applying for FRRR grant monies to purchase new furniture to enhance the current facility, but this is not a requirement for the accreditation.

The Visitor Information Centre accreditation will belong to Booringa Action Group. If they were to cease operating the Mitchell Great Artesian Spa and/or wanted to move the Accredited Visitor Information Centre to a different location within Mitchell, conversations would need to occur between BAG, MRC and Visit Queensland (who coordinate Visitor Information Centre accreditation in Queensland).

If Booringa Action Group did not want to remain an accredited Visitor Information Centre they could hold conversations with MRC in relation to transferring the accreditation to Council or they could simply withdraw the accreditation and it would return to a non-accredited Visitor Information Centre.

Council needs to be aware that if Booringa Action Group obtains the Visitor Information Centre accreditation there will be no scope for MRC to operate a separate accredited Visitor Information Centre in Mitchell, unless BAG agreed or relinquished their accreditation, as only one Visitor Information Centre would be accredited in Mitchell by Visit QLD. This would only be an issue if the tourism information, advice and material being distributed by the staff at the Mitchell Visitor Information Centre was contrary or damaging to the overall destination tourism message of the region.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

What does the legislation and other statutory instruments include about the matter under consideration?

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

nil

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

(Quote/insert the relevant section's wording / description within the report)

nil

Input into the Report & Recommendation:

Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say? (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

Jane Fenton, Local Development Officer (Mitchell)
Ed Sims, Manager Community & Economic Development
Booringa Action Group
Melanie Sands, Administration Manager, Visit QLD

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application. (Please do not just include names)

nil

This Financial Year's Budget:

Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)? Is this already included in the budget? (Include the account number and description).

If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?

nil

Future Years' Budgets:

Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)? (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

nil

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)

Booringa Action Group, they would like a letter of support to enable them to submit their application to become an Accredited Visitor Information Centre

Risks:

What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does) (List each identified risk in a table)

Risk	Description of likelihood & consequences
nil	

Advice to Council:

What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee's professional opinion)

Booringa Action Group's willingness to take on all the costs and responsibility of becoming an Accredited Visitor Information Centre, at no cost to Maranoa Regional Council, is of great benefit to Mitchell and the whole Maranoa region

Therefore I recommend writing a Letter of Support to the Booringa Action Group (BAG) for use in their application to become an Accredited Visitor Information Centre.

It will be important for Mitchell Visitor Information Centre staff and BAG to maintain the good working relationship with Maranoa Regional Council tourism staff by continuing to submit their monthly tourism statistics and attending regional famils and tourism related training coordinated by MRC to ensure a consistent tourism message is portrayed and delivered across the Maranoa region.

Recommendation:

What is the 'draft decision' based on the advice to Council?

Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?

<Provide details>

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.3 Attract visitors to our region to bring additional customers to our region's businesses

4.3.2 Research, design and deliver destination marketing initiatives aimed at increasing visitor numbers, duration of stay, repeat visits and visitor spend, in partnership with local tourism and progress associations.

Supporting Documentation:

Nil

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

COUNCILLOR REQUEST FOR AN AGENDA REPORT**Meeting:** General 27 March 2019**Date:** 20 March 2019**Item Number:** 16.1**File Number:** D19/21957**SUBJECT HEADING:** Review of Council Advisory Committees**Classification:** Open Access**Councillor's Title:** Cr Jan Chambers

Executive Summary:

Proposal for Council to review current advisory committee arrangements.

Councillor's Recommendation:

That a report be prepared for an upcoming Policy Development Workshop.

Details of Requested Agenda Report:

Council has a number of advisory committee's in place to seek community and stakeholder input on key projects and businesses of Council to identify priorities, inform decisions and develop future strategies and policies.

These committees are chaired by a Councillor, with membership including, Councillors, members of the community and ex-officio representation from key stakeholder groups, individuals and Council staff.

With a number of the committees experiencing challenges in meeting quorum requirements, as a result of reduced member attendance, and in view of the term of this Council concluding in 2020, I feel it is timely to review the arrangements and effectiveness of each of the committees in place.

The current Council Initiated Advisory Committees include:

Airport Advisory Committee	Cr Cameron O'Neil (Chair) Cr David Scheffe (Member)
Audit Committee (MRC)	Mayor Tyson Golder (Member) Cr Jan Chambers (Member)
Bassett Park Advisory Committee	Cr Cameron O'Neil (Chair) Cr Peter Flynn (Deputy Chair) Mayor Tyson Golder (Optional Attendee)
CSG Advisory Committee (When re-initiated)	Mayor Tyson Golder (Chair)

My Maranoa Business Pilot Groups	Cr David Scheffe (Chair)
My Maranoa Focus Group	Deputy Mayor Jan Chambers (Chair) Cr Janelle Stanford (Member)
Regional Arts Development Fund (RADF) Committee	Cr Puddy Chandler (Chair) Cr Geoff McMullen (Member)
Roma Saleyards Advisory Committee	Cr Peter Flynn (Chair) Cr Wendy Newman Mayor Tyson Golder (Optional Attendee)
Regional Roads Advisory Committee	Cr Janelle Stanford (Chair) Cr Puddy Chandler (Member) Cr Geoff McMullen (Member) Cr Wendy Newman (Member)
Wallumbilla Showgrounds Advisory Committee	Cr Peter Flynn (Chair) Cr Cameron O'Neil (Member)
Wild Dog Advisory Committee	Cr Wendy Newman (Chair) Cr Puddy Chandler (Member) Cr Geoff McMullen (Member)
Warroo Sporting Complex Advisory Committee	Cr Peter Flynn (Chair) Cr Cameron O'Neil (Member)
Surat Cobb & Co Store Museum Advisory Committee	Cr Puddy Chandler (Chair) Cr Wendy Newman (Member)
Interpretive Centre Concept and Design – Temporary Advisory Committee.	Cr Peter Flynn Cr Puddy Chandler Cr Cameron O'Neil

Supporting Documentation:

Nil